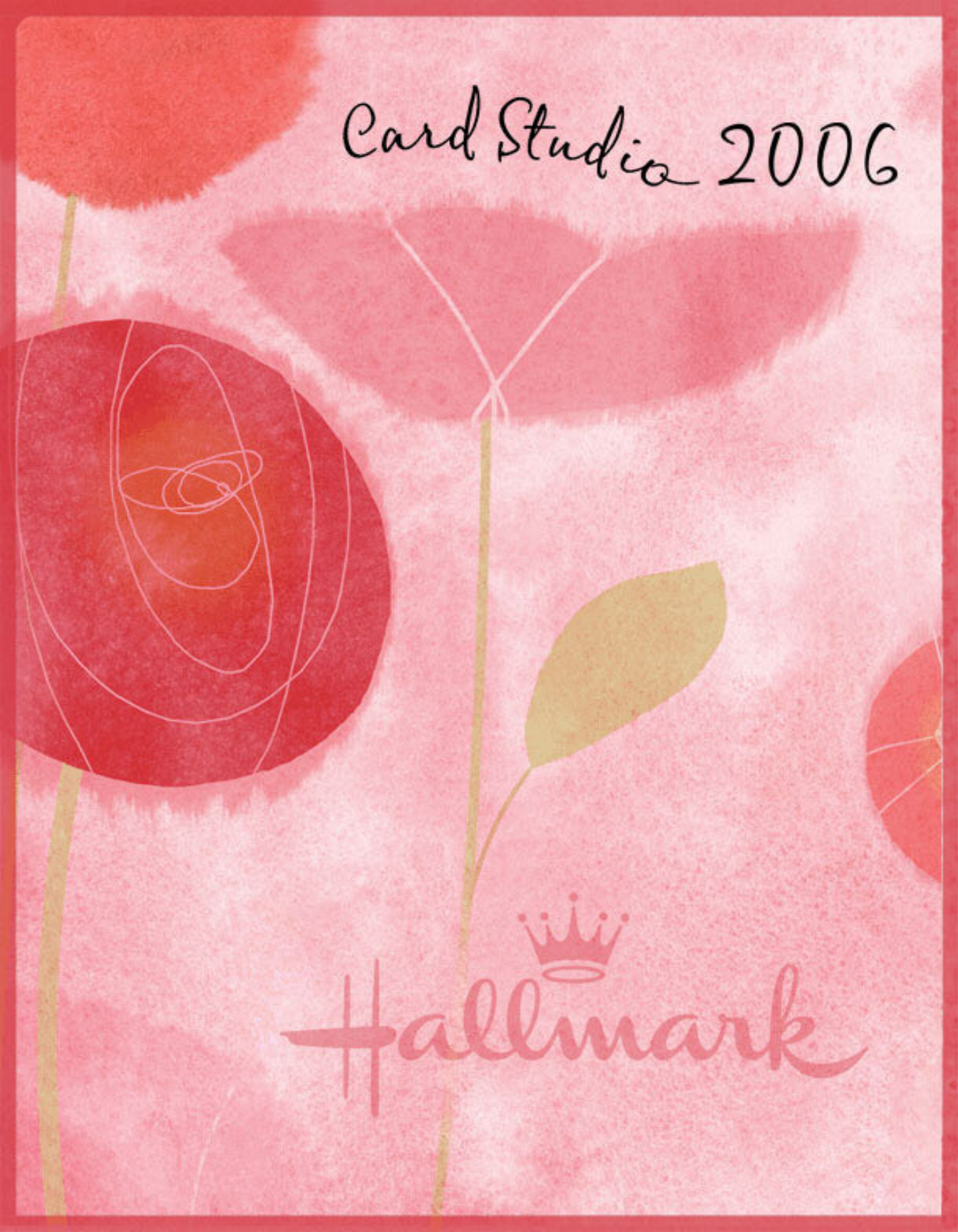

Card Studio 2006
Hallmark

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You are entitled to use this software to assist you with your business; however, you are not permitted to use the cards, graphics or greetings found in this software for any commercial purpose (e.g., you may not place this program's cards, graphics or greetings onto any printed or digital medium and sell the end product). Additional restrictions may apply; they are detailed in the End User License Agreement.

When you're designing your creations, be sure to use quality Hallmark Designed card stock and envelopes. You can find these products at http://www.hallmark.com.

Hallmark Card Studio Web Site Address

http://www.hallmarkcardstudio.com

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Chapter 1: Welcome to Hallmark Card Studio

Welcome to Hallmark Card Studio. With Hallmark Card Studio you can easily create personalized greeting cards that express your thoughts and feelings. It gives you the tools you need to make personalized greeting cards, invitations, stationery, calendars, labels, and more.

Hallmark Card Studio includes the easy-to-use, but robust PhotoPower program. With PhotoPower, you can change a picture's brightness and color, sharpen or smooth a picture, remove the red-eye effect caused by camera flashes, close part of the photo, and create custom cutouts.

Event Planner can help you keep track of your schedule and contact information (including birthdays and anniversaries) for all the special people in your life. It can even remind you of upcoming events in time to create a card or other item for the occasion.

Hallmark Card Studio Features

Greeting Cards for All Occasions

Pick a special card for every occasion! Hallmark Card Studio features thousands of cards for all of your family and friends! You'll find everything you need – from birthday and holiday cards to everyday and photo cards. There are two easy ways to select the design that's just right:

- Select a card type by clicking a button on the *Home* screen. Then select a category or occasion and then a subcategory and browse through the available cards. Once you've found the right card, you can easily edit the message.
- Search by theme. By clicking Search Theme you can find cards using themes and keywords.

About Other Projects

Although many of the instructions on the following pages refer specifically to cards (which include invitations and announcements), you can follow the basic steps to create envelopes, calendars, labels, stickers, stationery, and other projects. Hallmark Card Studio gives you many choices for these types of personal communication forms, too.

Art Studio

Although you have many choices in all categories, you may have your own ideas. Express them in the Art Studio. You can mix and match greetings, designs, clip art, and photos from our Clip Art Book, or you can create drawings and text from scratch. Plus, you can import your own digital photographs for an extra special touch.

Sending Your Cards Using the Internet

You can send your card by e-mail directly to one or more recipients. After receiving the card, the recipient can view the card as a movie on the computer screen.

Kid Lock

Hallmark Card Studio is so easy that kids will want to use it, too! However, Hallmark Card Studio contains a wide variety of content for all ages, including content specially designed for children, teens, and adults. Hallmark Card Studio's Kid Lock gives you more control over what children see.

PhotoPower

It's disappointing when an important picture doesn't turn out well. With PhotoPower, you can brighten a photo that's too dark or darken a photo that's overexposed. Use PhotoPower to adjust a photo's contrast, colors, and sharpness, and remove the color distortion in a subject's eyes (red-eye effect) caused by camera flash. With PhotoPower you can crop photos or create cutouts shaped like hearts, stars, and other objects. You can also trace the edge of a person or pet and keep only the cutout or clone areas of the picture!

Note: Some versions of Hallmark Card Studio do not include PhotoPower. If your Hallmark Card Studio version does not include this program, you will not see the

PhotoPower button on the *Art Studio* screen.

Getting Organized with Event Planner

With the Event Planner program you can keep track of your important activities in its Calendar and maintain your personal mail and e-mail lists in its Address Book.

Using the Calendar

On the *Calendar* screen the right side shows a regular monthly calendar with your scheduled events and holidays identified. The left side has a *Details* area for the specific day you select. You can enter notes for special one-time events (for example, a high school reunion) or regularly scheduled activities (for example, soccer practice every Saturday).

A Special Address Book

You use the Address Book to enter mailing information for your family and friends, including e-mail addresses, phone numbers, birthdays and anniversary dates. You can use these entries to print envelopes and labels for your cards and letters.

Event Planner Reminders

When you enter a note on your Calendar or a birthday or anniversary in your Address Book, you can choose to be reminded before the day of the event. Reminders display in a special area on the Calendar and on the Hallmark Card Studio *Home* screen. You can even have reminders appear when you start your computer. When you get your reminder, use Hallmark Card Studio to design a personalized card or other creation for the occasion.

Chapter 2: Getting Started

This chapter gives you instructions for installing Hallmark Card Studio and working with Hallmark Card Studio features and screens. Check the system requirements listed below, and then follow the easy installation instructions. You'll be creating your own unique cards in just a few minutes!

This chapter explains how to:

- Install and register Hallmark Card Studio.
- Start Hallmark Card Studio.
- Control access to projects with Kid Lock.
- Run the Hallmark Card Studio tutorial.
- Use Hallmark Card Studio menus and screens.
- Quit Hallmark Card Studio.
- Open saved projects.

System Requirements

To run Hallmark Card Studio effectively, your system needs to meet the following minimum requirements:

- Pentium® II 300 MHz
- 64 MB RAM
- 600 MB of HD space (2 GB for full Install)
- CD-ROM drive
- 800 x 600 with 16-bit color
- Color Printer
- Sound card for audio e-cards

Installing Hallmark Card Studio

The Installation program creates a folder for Hallmark Card Studio, copies files to your hard disk, and enables you to select program options. It also creates a **Creative Home** program group, containing **Hallmark Card Studio 2006** on the **Start** menu.

The Hallmark Card Studio Installer starts automatically if you have enabled **Autorun** on your computer. Use the Installer to start the Hallmark Card Studio installation process.

To install Hallmark Card Studio:

1. Insert the Hallmark Card Studio CD #1 into the CD-ROM drive.
   The Hallmark Card Studio Installer starts.
   or
   If you have **Autorun** disabled, go to **My Computer**, open your CD-ROM drive and open the **setup.exe** file.
2. On the *Installer* screen, click **Install**.
3. Follow the instructions on the screen.
   - Select **Complete** to install the required program files and a standard collection of projects, graphics, and fonts.
   - Select **Limited** to install the required program files and a minimal collection of projects, graphics, and fonts. (You can access projects and graphics which were not installed on the hard disk directly from the Hallmark Card Studio CDs.)

Registering Hallmark Card Studio

Register Hallmark Card Studio to get technical support and hear about upgrades and additional Creative Home programs. Use your Internet connection to register on the World Wide Web. You can register when you first start the program or at any time by clicking **Register Online** on the **Help** menu.

Starting Hallmark Card Studio

Hallmark Card Studio's Installer, by default, places a Hallmark Card Studio icon on the desktop.

To start the program:

- Double-click the **Hallmark Card Studio** icon on the desktop.
- Choose **All Programs>Creative Home>Hallmark Card Studio 2006** from the **Start** menu.

Notes: The instructions for starting Hallmark Card Studio are for Windows XP. Adjust as needed for other Windows versions.

The first time you start Hallmark Card Studio, you'll be able to configure Kid Lock.

Controlling Content

Hallmark Card Studio has content for all ages, including some for close adult relationships. Use Kid Lock to exclude content that might not be appropriate for children. You have several Kid Lock options:

- Turn Kid Lock on or off each time you use Hallmark Card Studio.
- Specify if Kid Lock is on or off when you start Hallmark Card Studio.
- Set or change the Kid Lock password.

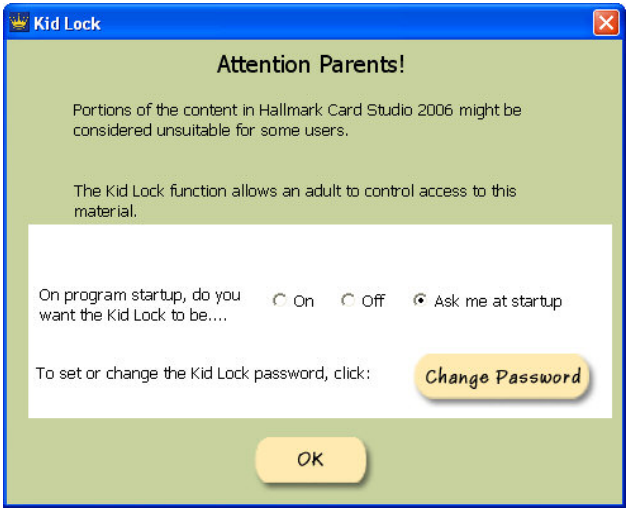
Note: To have Hallmark Card Studio display *only* projects that are specifically designed for children, see *Viewing Only Collections for Children*.

To turn Kid Lock on or off:

1 From the **Tools** menu, click **Kid Lock**.
If Kid Lock is on, you are asked for the Kid Lock password.

2 If prompted, type the **Kid Lock password**, and then click **OK**.

The *Kid Lock* dialog box appears showing the current status.



3 Click **On** to have Kid Lock turned on right now. (Some content will not be available.)
or
Click **Off** to have Kid Lock turned off right now. (All content will be available.)

4 If you don't want to change the Kid Lock startup status or password, click **OK**.

To set the default Kid Lock status:

1 On the *Kid Lock* dialog box, select **On** to have Kid Lock turned on at program startup. (Some content will not be available.)
or
Click **Off** to have Kid Lock turned off at program startup. (All content will be available.)
or
Click **Ask me at startup** to select the Kid Lock setting each time you start the Hallmark Card Studio program.

2 If you don't want to change the password, click **OK**.

To set a password for Kid Lock:

1 On the *Kid Lock* dialog box, click **Change Password**.

2 In the *Change Password* dialog box, type up to 100 characters for your password. (You can use any combination of letters and numbers. Passwords are not case-sensitive, which means CalyPso is the same as calypso.)

3 Optionally, type a phrase to help you remember your password.

4 Click **OK** to close the *Change Password* dialog box.

5 Click **OK**..

You will be prompted for the password whenever you want to change the Kid Lock status, Kid Lock defaults or Kid Lock password.

To access Kid Lock administration:

1 From the **Tools** menu, click **Kid Lock**.
The *Kid Lock Prompt* dialog box opens.

2 Type the correct password.
or
If you can't remember the password, click **Reminder Phrase** to see the phrase you typed to remind you of the password, and then type the password.

3 Click **OK**.
The *Kid Lock* dialog box opens.

To disable Kid Lock at startup:

1 Start the Hallmark Card Studio program.

2 In the *Kid Lock Notice* dialog box, click **Yes Turn it Off**.

3 Type the correct password and then click **OK**.
or
If you can't remember the password, click **View Reminder Phrase** to see the phrase you typed to remind you of the password, and then type the password.

Warning: If you forget the Kid Lock password, you must uninstall and then reinstall Hallmark Card Studio to remove the password.

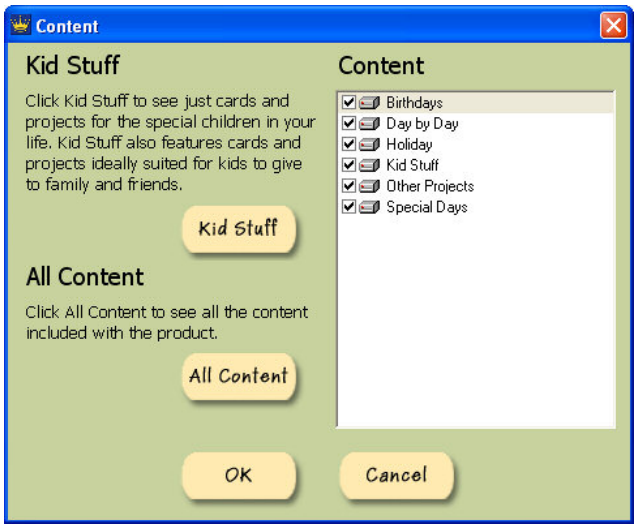
Viewing Only Collections for Children

On the Hallmark Card Studio *Content* dialog box you can select the collections that are available when you preview cards and other projects. Use this screen to exclude projects intended for adults and display only projects designed for children.

To select project collections to view:

1 From the **Tools** menu, click **Kid Stuff**.
or
Click the **Kid Stuff** button.

The *Content* dialog box appears.



2 To see only projects for children, click **Kid Stuff**.

3 Click **OK**.

Note: If you forget that you've selected **Kid Stuff**, you may find the reduced number of cards and other projects confusing. Therefore, **Kid Stuff** is automatically turned off (so that all collections are viewable) each time you start Hallmark Card Studio.

Running the Hallmark Card Studio Tutorial

You can run the Hallmark Card Studio Getting Started tutorial to learn the basics of working with the Hallmark Card Studio program. The tutorial teaches you to select and customize cards, work with Art Studio, and print cards.

To start the Hallmark Card Studio Tutorial:

- From the **Help** menu, click **Tutorial**.
  or
  Click **Tutorial** on a Hallmark Card Studio screen.

Using the Home Screen Calendar

When you start Hallmark Card Studio, the Hallmark Card Studio *Home* screen appears.



A calendar appears on the right side of the *Home* screen. Use the calendar to view birthdays, anniversaries, notes, holidays, and reminders from Event Planner.

Initially, the calendar displays the current month with the current date selected. Detailed information for the selected date appears below the calendar.

To view information for a different date:

- Click the date on the calendar.
  The date changes appearance on the calendar and detailed information for the new date appears in the *Day Information* area.

To display a different month:

- Click the right arrow at the top of the calendar to display the next month.
  or
  Click the left arrow at the top of the calendar to display the previous month.

To start Event Planner and work with Calendar events:

- Click anywhere in the *Day Information* area under the calendar.

Using Hallmark Card Studio Buttons and Getting Help

Once you start Hallmark Card Studio and begin using it, you'll see buttons across the top of the screen. These buttons help you navigate around Hallmark Card Studio and access Event Planner.

Button	Description
Back	Click to return to the previous screen.
Home	Click to return to the *Home* screen.
Event Planner	Click to start Event Planner and to access the Event Planner Calendar and Address Book.
Tutorial	Click to learn how to use important Hallmark Card Studio functions.
Hallmark	Used to access the Hallmark web site.

Hallmark Card Studio provides three kinds of on-screen help.

- Move the pointer over buttons and other objects to see hints appear automatically at the top of each screen.
- Choose **Help Contents** from the **Help** menu or click the **Help** button to see the table of contents for Card Studio Help.
- Press **F1** at any screen or choose **Hallmark Card Studio Help** from the **Help** menu to see a help topic for that screen.

Using Hallmark Card Studio Menus

At the top of the workspace is the menu bar, which displays all of the available menus for Hallmark Card Studio. The Hallmark Card Studio menus include:

Menu Name	Description
File	Use to open, save, and print your Hallmark Card Studio projects. Also used to quit Hallmark Card Studio.
Edit	Use to cut, copy, and paste selected text and graphics in the Art Studio. You can also undo actions you've made by mistake and start PhotoPower.
Cards	Use to choose card categories and select e-cards from the Hallmark web site.
Object	Use to select, move, layer, align, and flip text and graphics in the Art Studio.
Other Projects	Use to select non-card projects such as scrapbook pages, calendars, stationery, labels, and stickers.
Tools	Use to find a project by theme or keyword, open the Art Studio, access the Event Planner, change Kid Lock settings, and select card collections to view. You can also setting certain program options and start the spell checker.
Help	Use to open the Hallmark Card Studio Help system or start the tutorial. You can also read the manual online, register the program, check for updates, and access other online resources.

To choose a command, click the menu and then click the command. Alternatively, you can use the keyboard combinations listed below to select a menu and move through its menu commands.

Menu Command	Shortcut Keys
Activate menu bar	Alt key
Move across menu bar	Right and Left Arrows
File menu	Alt+F
Edit menu	Alt+E
Object menu	Alt+B
Cards menu	Alt+C
Tools menu	Alt+T
Other Projects menu	Alt+P
Help menu	Alt+H
Move through commands	Up and Down Arrows

Quitting Hallmark Card Studio

To quit Hallmark Card Studio:

- From the **File** menu, click **Exit**.
  Hallmark Card Studio warns you if you have unsaved changes. After saving any projects, Hallmark Card Studio closes.

Opening Saved Projects

You can open a card or other project you've previously saved.

To open a saved card:

1 On the *Home* screen, click **Saved Projects**.
  or
  From the **File** menu, click **Open**.

2 In the *Open Project* dialog box, select a project.
A preview of the project appears on the right side.

3 Click **Open**.
The project opens in Art Studio.

Chapter 3: Hallmark Card Studio Basics

Hallmark Card Studio is an easy-to-use program that gives you the tools to create and personalize greeting cards. You can also select other projects (including stickers, calendars, postcards, scrapbook pages, and stationery) to create special gifts for friends and family. Although Hallmark Card Studio has extensive creativity tools, it offers simple, quick ways to produce beautiful cards designed by the greeting card experts at Hallmark.

This chapter explains the following steps:

- Step 1: Select a card.
  From the *Home* screen, you can select a card type by selecting a card-giving occasion or click **Search Theme** to quickly locate cards by theme or keyword.
- Step 2: Personalize your card.
  Hallmark Card Studio enables you to insert a name or edit text so that the card says exactly what you want.
- Step 3: Print your card and envelope.
  You can also send the card by e-mail.
- Step 4: Fold your printed card.
  Later in this guide you'll find folding instructions. You can also view instructions on your computer screen.

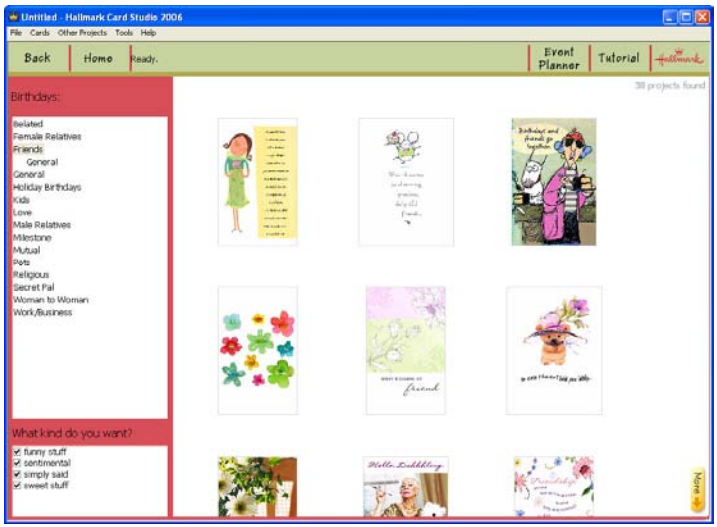
After you've selected, printed, and folded your card, it's easy to add decorations. Attach ribbons, glitter, sequins, pom-poms, buttons and more to make a special, one-of-a-kind creation.

Step 1: Choosing a Card

Hallmark Card Studio provides hundreds of card designs. And it's easy to change a card to suit your specific needs. For example, you can select a birthday card for its design, but change the text to make it an anniversary greeting.

To select a card:

1 On the *Home* screen, click a card occasion or type (such as **Birthdays**). The *Browse Cards* screen appears.



2 Select the category that best fits your needs. If you clicked **Birthdays**, for example, you might select **Friends** or **Kids**.

In the box in the lower left corner of the *Browse Cards* screen, the available tones for the cards appears. Card tones can be: **Funny Stuff**, **Sentimental**, **Simply Said**, or **Sweet Stuff**. Depending on the occasion you selected, not all tones may be listed.

3 Select the tones you want to see. (You can select more than one.) Cards matching the selected category and tones appear at the bottom of the screen.

Browsing Through the Cards

After you select a category and tones for the card, you can preview the cards that match your search selections.

Thumbnails of cards matching your selections appear on the right of the *Browse Cards* screen. You can scroll through the thumbnails and select one to personalize.

Using 3D Browsing

By default, Hallmark Card Studio shows a two-dimensional card selection screen described previously. You may prefer the *3D Browsing* screen, which shows the thumbnails in a scrolling area at the bottom of the screen and the selected card in the middle of the screen. To use 3D browsing, open the **Tools** menu, and then click **3d Browsing (off)** to change it to **3d Browsing (on)**.



To browse through the cards on the *3D Browsing* screen.

- Click the **More** buttons at the right and left sides of the thumbnail row to scroll through the row. If you click a **More** button, it moves the row one card. If you hold down one of the buttons, you can scroll the row continuously. The longer you hold down a button, the faster the row scrolls.

To select and preview a card:

1 Browse through the cards at the bottom of the screen until you see the thumbnail of a card you like.

2 Click the thumbnail.
A larger version of the card appears at the center of the screen with the front of the card showing.

3 Click the card to open the card and see the inside panels.
Click again to close the card and see the front panel.

4 Repeat steps **1-3** until you find a card you'd like to personalize and send.
or
Click the **Next** or **Previous** buttons to scroll through the larger cards in the center of the screen.

5 With the card you want in the center of the screen, click the **Personalize and Print this Card** button.

Choosing a Project with Search Theme

Another way to find a card is with **Search Theme**, which enables you to:

- Find projects with the same artwork (for example, cards and matching stationery).
- Find projects that share a theme (for example, all projects that feature airplanes or sailboats).

You can find a project by typing one or more keywords or select a theme or keyword provided by Hallmark Card Studio.

> ***Note:*** Stickers do not appear in theme/keyword searches. However, there are many stickers designed to complement Hallmark invitations and announcements. To see the stickers included with Hallmark Card Studio, click **Other Projects** on the *Home* screen, and then click **Stickers**.

To find a project using your own keywords:

1 Click **Search Theme** on the *Home* screen.
or
From the **Tools** menu, click **Search Theme**.



2 In the **Enter theme or keyword** box, type one or more keywords, separated by a space, and then click **Find**. (For example, type **brother birthday**.) Hallmark Card Studio searches for projects matching one or more keywords. When the search is complete, the results appear in the **Search Results** list.

Note: For best results, use singular rather than plural keywords. For example, search for "cat" rather than "cats."

3 In the **Search results** list, select one of the results listed.
Projects matching the selected result appear at the bottom of the screen with one of the projects showing in the preview area.

4 Browse through the project thumbnails until you see a project you like.

5 Click the thumbnail.
The card appears on the *Personalize Card* screen.

Note: If you're using 3D browsing, with the project in the center of the screen, click the **Personalize and Print this project** button.

To find a project using Hallmark Card Studio themes or keywords:

1 Click **Search Theme** on the *Home* screen.
or
From the **Tools** menu, click **Search Theme**.

2 Click the **Theme and Keyword List** button.

3 Click a theme or keyword in list on the left in the *Keyword List* dialog box, and then click **Add**.
The selected keyword appears in the **Your Search** list.

4 Repeat step **3** for each additional keyword.

5 When you've selected all themes or keywords you want, click **OK**.
The *Keyword List* dialog box closes and the selected keywords are inserted into the **Enter Theme or Keyword** box.

6 Click **Find**.
Hallmark Card Studio searches for projects matching one or more keywords. When the search is complete, the results appear in the **Search results** list.

7 In the **Search results** list, select one of the results.
Designs matching the selected option appear on the right.

8 Browse through the projects until you see a thumbnail you like and select it.
The card appears on the *Personalize Card* screen.

Note: If you're using 3D browsing, with the project in the center of the screen, click the **Personalize and Print this project** button.

Step 2: Personalizing Your Card

When you are at the *Personalize Card* screen, an enlarged version of the car appears. Now you can read the entire message in context with the design. Messages are generally on the cover and inside right (or inside bottom, if the card is horizontal). Some cards also have text on the inside left (or inside top). The back of the card contains the back page text and art.

All panels appear in the *Let's look at* area. To display a panel, click the a **Panel** button in the *Let's look at* area.

Note: Some cards have hand lettering or text used as a design element and, therefore, are graphics. You cannot edit this text, but you could replace the graphic.

To change card text:

1 On the *Personalize Card* screen, click a **Panel** button in the *Let's look at* area to display the panel with the text you want to change.

2 Click the text in the card.
The *Change Text* dialog box appears, with the text displayed.

3 Edit the text, using one of the following:

- Press **Delete** (or **Backspace**, depending on the cursor's position) on the keyboard until the letters you don't want are deleted, and then type the new characters.
- Press the **Shift** key while pressing the **Right** or **Left** arrow key until you select the text you want to change, and then type the new characters.
- Drag the pointer across the letters you want to change, and then type the new characters.

4 When finished, click **OK**.

To move card text:

1 Select the text you want to move. (If the *Change Text* dialog box opens, click **Cancel**.)

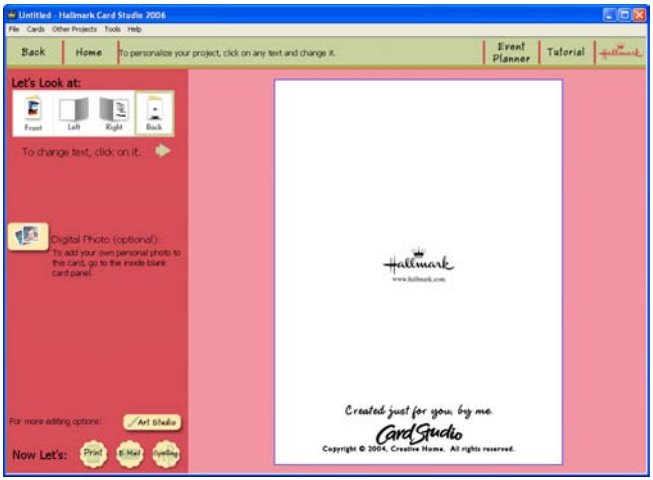
2 With the text selected, click the **Left**, **Right**, **Up**, or **Down** arrow buttons on the left.
The text moves in the corresponding direction.

Choosing and Personalizing Back Page Text

Normally, a greeting card that you buy has art and text on the back panel. Some Hallmark Card Studio back page text can be edited to include your name or other information.

To change back page text:

1 Click **Back** in the *Let's Look at* area to view the back panel.



2 If the back page text can be personalized, click the text.

3 In the *Change Text* dialog box add the words to make it uniquely yours.

4 Click **OK**.

Note: Some text, such as a brand name or copyright, cannot be changed. You will not be able to select and edit this text with the Hallmark Card Studio editing tools. You do have the option of not having the brand name or copyright information appear on the back panel. To remove this information, from the **Tools** menu, click **Display Logos on Back of Card (on)** to turn it off.

Reviewing a Card

Many Hallmark Card Studio projects contain sample names, places, and other information. After you've personalized your card, be sure to check for the following before you print:

- Have you changed all the personalized examples to fit your situation?
- When you changed names, ages, and so forth, did you change other related words in the card? Example: If you changed "Alec" to "Melanie" on a child's birthday card, be sure you changed any male pronouns like "he" and "him" to "she" and "her."
- If you wrote your own message, are your spelling and punctuation correct? Use the Hallmark Card Studio spell checker to verify your spelling.

Editing Tips

With Hallmark Card Studio cards, you can change a few words or the entire message. Here are a few suggestions to help you create that unique card for that special person.

Personalize

Use the person's name in the title, message, or closing — or in all three places. You'll often be given a name example, so be sure to change the name to the one you'd like to use. Don't forget to add your own name, especially in a closing or on the back panel.

Customize

You can also personalize your message by including something unique about the person. You can work a nickname, hobby, or favorite things easily into a particular message to make that special card "extra special."

Explore

Browsing through other occasions, categories, or recipients may spark a new idea or produce a message that's almost perfect. A few word changes can turn an anniversary card into a wedding card for the one you love, or make a friendship card into the perfect message for your mother.

Saving a Card

After you've selected and personalized a card, you can save it in its customized form to reuse.

To save a card:

1 From the **File** menu, click **Save**.

2 In the *Save As* dialog box, type a description for the file.
or
To replace an existing file, type that filename.

3 Click **Save** to create the project file in the default location.
or
Locate and open a different drive or folder for the file, and then click **Save**.

You should periodically save your project as you work. That way, a recent version of the project is saved if you lose power or make a mistake.

To periodically save a card:

- From the **File** menu, click **Save**.
The project is saved using the name and location you originally selected.

Step 3: Printing a Card

After you select and personalize a card, you are ready to print. (For information on sending your card by e-mail, see *Chapter 4: Sending Your Card by E-mail*.)

To print a card:

1 On the *Personalize Card* screen, click **Print**.
or
From the **File** menu, click **Print**.
The *Print* screen appears.

2 Use the **Next** and **Previous** buttons to review the card pages before printing.

3 Select the paper size.
Some cards can be printed in either "traditional" or half-fold size. The "traditional" card size, exclusive to Hallmark Card Studio titles, is identical to that of a store-purchased greeting card and is smaller than the half-fold card.

4 To change the print format, click a different format.
Hallmark Card Studio's artists designed each card for a specific format that is automatically selected. If you change the format, you may want to print a draft to see if you like the way the card is resized. (To print a single-fold card on one sheet of paper, see *Printing on Both Sides of the Paper*.)

Note: If you select the **Single-fold 2 page** format, you can print just one of the two pages. Select which page to print from the **Page range** list.

5 To print the recipient's name and address instead of back page art on the back panel, click **Print as self mailer**.
(For more information, see *Printing a Self-Mailer*.)

6 Select the paper source. (For a single-fold card or heavy paper, you may need to select **Manual Paper Feed**.)

7 To change the printer or the printer's options, click **Printer Setup**. Make the needed changes, and click **OK**.

8 Use the arrow buttons to adjust the number of copies (1 to 99).

9 Place the paper in the printer. If you are printing a single-fold card using two different types of paper, the heavier paper (front and back panels) should go through the printer first.

10 When you are ready, click **Print Now**.

11 If you are printing a single-fold, one-page card for the first time, you'll be asked a series of questions to help Hallmark Card Studio correctly print this type of card with your printer. See *Printing a Single-Fold, One-Page Card for the First Time* for more information.
or
If you are printing a double-sided project, an animation appears after the first side of the project is printed. The animation shows the paper being turned and fed into the printer so that the second side prints correctly. Verify that your paper is inserted into the printer as shown in the animation, and then click **Print**.

12 If the printed project is double-sided, a verification screen appears. If the project printed correctly, click **Yes**.
or
If the project printed incorrectly, click **No** to change the printer configuration.

Note: By default, Hallmark Card Studio prints cards and other projects at the highest quality setting available for your printer. You can choose to print faster, but at a lower quality setting. To print at a lower quality setting, click the **Tools** menu, and then click **High Quality Printing (on)** to change it to **High Quality Printing (off)**. (If the command says **High Quality Printing (off)**, you are already printing at the lower quality setting.)

Printing a Self-Mailer

With half-fold and quarter-fold cards, you can create a self-mailer. Your return address and the address of your card's recipient print on the back panel instead of the back page art.

To print a self-mailer:

1. On the *Personalize Card* screen, click **Print**.
   or
   From the **File** menu, click **Print**.
2. On the *Print* screen use the **Next** and **Previous** buttons to review the card pages before printing.
3. Select the paper size.
4. To change the print format, click a different format.
   Hallmark Card Studio's artists designed each card for a specific format that is automatically selected. If you change the format, you may want to print a draft to see if you like the way the card is resized. (To print a single-fold card on one sheet of paper, see *Printing on Both Sides of the Paper*.)
5. Select the paper source.
6. To change the printer or the printer's setup, click **Printer Setup**. Make any needed changes, and click **OK**.
7. Use the arrows to adjust the number of copies (1 to 99) you'd like to print for each recipient.
8. Click **Print as self mailer**.
9. In the *Self-Mailer* screen, select the default text and type your name and address in the return address area.
   Once you type the return address, Hallmark Card Studio remembers the information and you won't need to type it again.

10 From the list on the left, select the name of the person or family to whom to send the card. (These are names from the Event Planner Address Book.)
or
Type the name and address for the recipient.

Note: You must set up recipients in the Address Book before you can select them here. For information about setting up contacts in the Address Book, see *Working with Individuals* in Chapter 12. You can select as many names as you want. This is great for party invitations. Hallmark Card Studio prints a card for each name.

11 Click **Print Now**.

The U. S. Postal Service has restrictions on self-mailers. Do not use a lightweight paper. Seal the mailer along the long edge with one centered tab for a quarter-fold card or two tabs about an inch from each end for a single-fold card. Contact your local post office if you have additional questions.

Printing on Both Sides of the Paper

When you print a single-fold card, you have the option to print on one or two sheets of paper. After the first side is printed, Hallmark Card Studio pauses to let you turn the paper over before printing the other side. If you do not want to print on the other side of the paper, you can print on a second sheet and paste the two sheets together.

To print a double-sided card:

1 When you finish your card, click **Print**.
or
From the **File** menu, click **Print**.

2 On the *Print* screen, select **Single-fold, 1 page**.

3 Click **Print Now**.
(If this is the first time to print double-sided card, Hallmark Card Studio needs to configure your printer. See *Printing a Single-Fold, One Page Card for the First Time* for details.)

4 After the first side prints, turn the paper over and click **Print** to continue printing. (Watch the animation to see how to flip the paper.)

Printing a Single-Fold, One-Page Card for the First Time

When you print a single-fold, one-page card for the first time, Hallmark Card Studio asks a few questions about how your printer works. Hallmark Card Studio uses the answers to guide you when printing a two-sided document.

Note: This process must be repeated for each printer.

To print a single-fold, one-page card for the first time:

1. Is the printer **an inkjet** or **a Laser** printer? Select the correct printer type, and click **Next**.
2. Is the paper fed **through the top** or **through the front** of your printer? Select the correct option for your printer, and then click **Next**.
3. When feeding a sheet through your printer, the paper is aligned to the **Left Edge**, **Centered**, or **Right Edge** of the tray or guide. Select the correct option for your printer, and then click **Next**.
   Hallmark Card Studio prints one page with an X and one with an arrow.
4. Examine the printed pages print-side up. Select: **"X" Page on Top** or **"X" Page on Bottom**, and then click **Next**.
5. Insert the page with the arrow back into the printer so that the arrow points to the printer and the printed side is face up, and then click **Next**.
   Hallmark Card Studio prints two more arrows on the page.
6. Examine the printed page, and then select the example that corresponds to the printed page. Click **Next**.
   Hallmark Card Studio is now set up for printing double-sided cards with the selected printer.
7. Click **Print** to exit the printer configuration and to print your project.

Printing Tips

Hallmark Card Studio is compatible with most Windows-compatible printers. Make sure that you follow the care and maintenance instructions for your printer. Follow your printer manufacturer's advice about the type of ink and cartridges to use. If there are problems with the color or ink, such as uneven appearance or colors that do not match the screen colors, refer to the printer

manual for troubleshooting and technical support.

To preserve the original colors of your creation, store your card away from moisture and light.

Using an Inkjet Printer

Inkjet printers print by spraying tiny dots of ink on the paper. The printer accepts information from the computer about what to print for a few lines of dots at a time. The speed of printing may vary, depending on the speed of your computer, the amount of memory in your computer, virtual memory settings, and whether or not you are using print spooling. See your printer manual for suggestions.

Ink requires time to dry. The amount of time varies depending on the type of ink, the absorbency of the paper, the density of the color, and the humidity. In general, avoid touching the ink.

Using a Laser Printer

Laser printers print by applying the toner to the paper under heat. The printer "builds" the entire page to be printed in its memory before it begins printing. Be patient; it may take a while for the computer to print and the laser printer to "compose" your creation. (If the **Form Feed** light on your printer is on or the **Online** light is blinking, that usually means everything is okay and the printer is working.)

If your printer doesn't have enough memory, you may get a *Memory Overflow* message on the printer or computer screen, or only part of a page may print. See your printer manual for help.

Choosing the Paper

Choosing the right paper is a key factor in making your Hallmark Card Studio card look professional. The thickness, or weight, of the paper is important. If the paper is too thin, the ink may bleed through or make it so wet that it appears wavy. If the paper is too thick, it may not feed through the printer well or it may not fold smoothly and crisply.

Your printer manual will indicate what weight of paper can be used in the printer. Look in the *Specifications* section and under **Paper** in the index of your printer manual for this information. Generally, 60-, 70-, or 80-pound paper gives

the best results.

If you are printing a single-fold card on two sheets, we recommend you use a heavier paper for the cover and a lighter paper for the insert page with the inside message.

Let the experts at Hallmark help you create beautiful and professional-looking cards. Your creativity, combined with our wide variety of images and messages, printed on just the right card stock, will make any project a success. Hallmark offers white and ivory card stock, pre-scored for your convenience. Half-fold, quarter-fold, and traditional stock in varying weights make your home printing projects look and feel professional. Matching sized envelopes with an embossed Hallmark logo add the perfect finishing touch. You can find these products at http://www.hallmark.com.

Feeding the Paper

Typical laser and copier bond papers are fine for printing. However, to give your cards a more professional look, you may want to use higher-quality papers.

Often, higher-quality paper is a different weight than the paper you normally use in your printer. If it is very different, you may need to change one or more of the following settings:

- A manual-feed/auto-feed setting in the *Printer Setup* dialog box.
- A manual-feed/auto-feed setting on your printer.
- Mechanical switches on your printer.

Consult your printer manual for exact instructions.

If you are going to print your card on both sides of a sheet of paper, make sure you understand how to place the already-printed side of the paper in the paper tray when you print the second side. Consider printing a test copy onto plain paper first.

Feeding Envelopes

To print envelopes properly, Hallmark Card Studio must know exactly how envelopes are fed into your printer. Please check your printer's manual to verify the information needed for Hallmark Card Studio envelope configuration. In addition, you may need to change the paper feed guides on your printer for envelopes. This information will also be found in your printer's manual.

Step 4: Folding Your Card

The procedure for folding your card will vary depending on the size of the card and the number of sheets you used. Select one of the following procedures to correctly fold your card.

Quarter-Fold

You fold a quarter-fold card into four sections. Each section will be 4.25 by 5.5 inches if you use 8.5 by 11-inch paper. This style prints on one side of the paper and you can have either a horizontal or vertical card.

To fold a quarter-fold card:

1. For either a vertical or horizontal card, fold the paper in half across the middle with the printing on the outside.
2. Fold the paper in half again.

Single-Fold One Sheet

You fold a single-fold card in half to make it 5.5 by 8.5 inches if you use 8.5 by 11-inch paper. The card can be either horizontal or vertical.

Note: You can also use the following instructions if you've printed a card in the Hallmark "traditional" size.

To fold a single-fold card:

1. Hold the paper with the front and back panels of the card facing away from you.
2. Fold the paper in half across the middle.

Single-Fold with an Insert Page

You fold single-fold card in half to make it 5.5 by 8.5 inches if you use 8.5 by 11-inch paper. The card can be either horizontal or vertical. Use an insert with lighter weight paper for the inside page.

To fold a single-fold card with an insert page:

1. Fold the heavier paper (cover) in half across the middle with the printing on the outside.
2. Fold the lighter paper (the insert page) in half across the middle with the

printing on the inside. Then trim one-eighth inch from the three open edges.

3 Place a few dots of glue (or double-sided tape) on the front panel of the insert. Do not glue the back panel.

4 Place the insert inside the cover and smooth the glued (or taped) side.

Decorating Your Card

It's fun to decorate the cards you create in Hallmark Card Studio. You can attach ribbons, glitter, sequins, pom-poms, buttons, and more to make a special, one-of-a-kind creation.



You can purchase these embellishments at most craft and fabric stores, and attach them to your cards with a variety of adhesives.

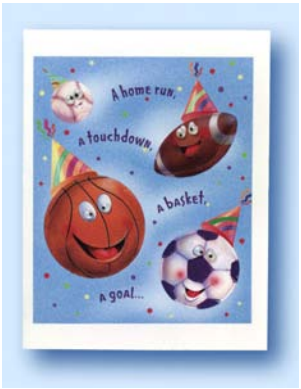


Browse through these ideas to help you get started, then add your own creativity to make special cards for your friends and loved ones.

Tie a ribbon or tassle around the fold of a card for a special occasion, such as a wedding, to make it more elegant.



Put a festive flair on a party hat by adding mini pom-poms on top.



Add rolly-eyes to silly characters and creatures — especially for kids' cards!



Make your holiday cards sparkle with a touch of glitter on snowflakes, lights, or an angel's halo.



Use buttons and beads to give dimension to a collage or pizzazz to polka dots.



Embellish a bouquet or birthday cake with fabric flowers.

Other materials that you can use as embellishments are feathers, handmade paper, lace, wire, and confetti.

With Hallmark Card Studio, your imagination and some everyday craft items, you can make hundreds of unique, personalized greeting cards!

Chapter 4: Sending Your Card by E-mail

Once you select and personalize a card, you can send it by e-mail to someone online. When that special person receives the card, he or she can view the card, page by page, on screen.

To send a card by e-mail:

1 From the *Personalize Card* screen, click the *Email* button.

2 To add sound effects, select a panel in the *Add Sounds* box, and then click **Add Sound** to add a sound to that panel.
or
To add music, click **Add Music**. Click the **My Music** tab, locate and select a music file (.wav) and click **Attach Music**.

Note: To record your own sound or music file, click **Record** on the **My Sounds** or **My Music** tab. Record whatever sounds you like to make (for example, by speaking or singing) and save the file. For more information on adding and recording sounds, see *Adding Sounds to an Electronic Card*.

3 Click the **Play** button or drag the slider below the card to preview the card you are sending.
Hallmark Card Studio displays the size of the card file, including the attached sounds.

4 Review the size of your card.
(Some Internet Service Providers (ISPs) do not allow you to send files that are large. Check with your ISP for size limitations. If your card is too large consider removing sounds.)

5 Click **Send**.
Your e-mail program opens with the card attached to the message as an .avi file.

6 Send the message using your e-mail program. Depending on the recipient's e-mail program, he or she can either double-click the attachment or save the attachment and open it from the disk to view the card.

Saving the Card as a File

Some e-mail programs will not automatically start and attach your electronic card when you click **Send** on the *Email* screen. Use the following procedure to e-mail a card using an e-mail program that does not automatically start and attach the card or to save the card as a file to send later.

To save a card as a file:

1 On the *Email* screen, after adding any sound or music and previewing the card, click **Save**.

2 In the *Save As* dialog box, type a name for the card file.

3 Click **Save** to save the file in the default location.
or
To save an file in a different drive or folder, locate and open the drive or folder and then click **Save**.

You can then attach the file to an e-mail message within your e-mail program.

Adding Sounds or Music to an Electronic Card

It's easy to add one or more sounds or music to your electronic card. Hallmark Card Studio uses standard .wav files, so you can add your own sounds or music to Hallmark Card Studio cards.

To add sounds (or music) to your cards:

1 On the *Email* screen, click a panel in the *Add Sounds* box, and then click **Add Sound** (or **Add Music**).

2 Select one of the sounds included with Hallmark Card Studio on the **Hallmark Card Studio 2006 Sounds** tab (or **Hallmark Card Studio 2006 Music** tab).
or
Click the **My Sounds** tab (or **My Music**) to attach your own sound file.

3 To listen to a sound or music clip, select it and then click the **Listen** button.

4 To attach it to the displayed panel, click **Attach Sound**. (or **Attach Music**).

5 To unattach it, click the **Remove Sound** (or **Remove Music**) button or click **Change Sound** (or **Change Music**) to select another.

6 Repeat steps 1-5 for each panel that you want to play a sound or music clip.

7 When finished, click **Send** to attach the card to an e-mail message.
or
Click **Save** to save the card as a file to be attached and sent later.

If you have a microphone or other audio input device, you can record your own sound or music and add it to your cards.

To record your own sound or music:

1 On the *Email* screen, select a panel in the *Add Sounds* box, and then click **Add Sound** (or **Add Music**).

2 Click the **My Sounds** tab (or the **My Music** tab), and then click the **Record** button.



3 On the *Sound Recorder* dialog box, click the **Record** button to begin recording.

4 If necessary, activate your microphone or other audio input device.

5 When recording is complete, click the **Stop** button.

6 From the **File** menu, click **Save**.

7 In the *Save As* dialog box, type a name for the sound or music file.

8 To save the file in the default location, click **Save** .
or
To save the file in a different drive or folder, locate and open the drive or folder and click **Save**.
The sound or music file is saved and you can attach it to an electronic card or other project.

9 From the **File** menu, click **Exit**.
or
Click the **Close** button.

E-Cards

You can use Hallmark Card Studio to access a variety of fun and interesting multimedia cards that contain animation and music. E-Cards are found on the Hallmark web site, so you'll need an active connection to the Internet when you use this feature.

To select a multimedia card:

1 From the **Cards** menu, click **E-Cards**.
Your default web browser starts, and the Hallmark web site opens.

2 Use the Hallmark web site to select, personalize, and send a multimedia card.

Chapter 5: Using Art Studio

Art Studio features art and text tools for working with cards and other items. These tools enable you to customize (such as resize, move, and color text or other objects) different parts of your design. Use Art Studio to customize the cards included with the Hallmark Card Studio products, or to begin creating products from a blank layout. Most product types are available as blanks in Art Studio.

Art Studio has clip art and photographs that you can insert. If you prefer, you can make your own designs and then write your own special words. You can also import your own photographs and graphics. Hallmark Card Studio gives you many options!

This chapter explains how to:

- Open Art Studio from the *Home* screen or one of the *Personalize* screens.
- Customize a predesigned project.
- Display project panels and change Art Studio views.

Opening Art Studio

Use the following procedures to open Art Studio and begin creating or customizing projects.

To open Art Studio from the *Home* screen:

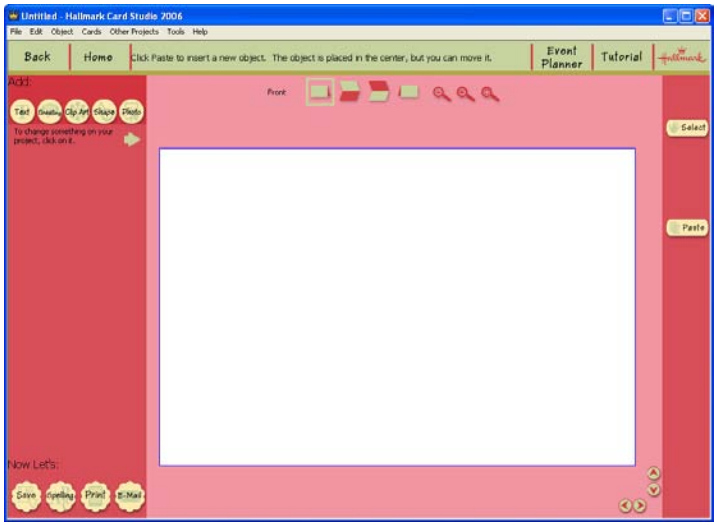
1 Click **Art Studio** on the Hallmark Card Studio *Home* screen.
or
From the **Tools** menu, click **Art Studio**.

2 On the *Document Types* screen, click the type of document you want to create (such as **Cards/Invitations** or **Awards/Certificates**).

3 On the right, click the format for the document.

- If you select **Cards/Invitations**, you must specify a fold type.
- If you select **Envelopes**, **Labels**, or **Stickers**, you must select the type of envelope or the type of label/sticker stock you have.

The front panel of a blank document appears on the drawing board in Art Studio.



To open Art Studio from the *Personalize Card* screen:

- Click **Art Studio** while the card or other project appears in the *Personalize Card* screen.
  The selected project appears on the drawing board in Art Studio.

Customizing Projects in Art Studio

The following procedure summarizes the steps for creating a custom project using Art Studio.

To customize a project in Art Studio:

1 Add text by selecting a message from the *Greetings* screen, or write your own message.

2 Select one or more designs from the Clip Art Book.

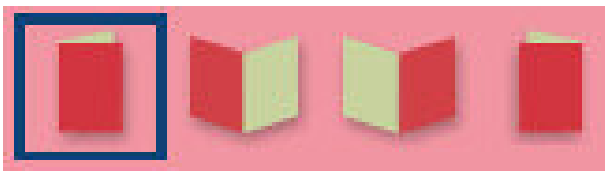
3 Import and edit your own photographs.

4 Edit the text, clip art, and photos.

5 Print or send your card.

Displaying Project Panels

Whenever you are in Art Studio, buttons for the project appear above it. The buttons are always appropriate for the project type; a side-fold card, for example, has the following buttons:



If the project has only one page or panel, buttons do not appear.

To display a project page or panel:

- Click the button for the page or panel.
  Art Studio displays the selected project page or panel.
  The name of the selected page or panel appears to the left of the buttons.

If the project is a sticker, a sticker button appears with arrows on either side.

To display a sticker:

- Click the left or right arrows until the sticker you want appears on the *Art Studio* screen.
  The number of the selected sticker appears to the left of the button.

Changing Views

Use the view options to change the magnification of the project displayed in Art Studio. With the view options you can:

- Zoom in or out in increments.
- Select a view that fills the display with the open project.

To zoom in or out in increments:

- Click the **Zoom In** or **Zoom Out** buttons.

To fill the Art Studio display:

- Click the **See Entire Project** button.

The following chapters explain in detail how to work with text, graphics, and photos in Art Studio.

To learn about...	See...
Inserting, formatting, and spell checking text	*Chapter 6: Working with Text*
Finding graphics and adding them to your projects	*Chapter 7: Adding Graphics*
Moving, duplicating, overlapping, and aligning photos and other graphics	*Chapter 8: Working with Graphics*
Adding, recoloring, sharpening, and cropping your imported photos	*Chapter 9: Working with PhotoPower*

Chapter 6: Working with Text

There are three ways to bring text into Art Studio: you may select a message from the greetings list, write a message of your own, or bring in a complete card from one of the Hallmark Card Studio collections. Wherever your message comes from, once you have decided on the final wording of your text, you can do some creative enhancements in Art Studio.

This chapter explains how to:

- Add text and edit existing text.
- Change the text's font, alignment, color, and size.
- Insert a greeting from Hallmark Card Studio's library of greetings.
- Spell check the text in a project.
- Add special fields that you can use for mail merge.

Adding and Editing Text

To insert text:

1 On the *Art Studio* screen, click the **Text** button.

2 On the *Add Text* dialog box, type and edit text in the text area.

3 When finished, click **OK**.
The text appears in the default font.

4 Use the text tools to change the font, size, and horizontal alignment for the text.

You can change text entered or pasted from the greeting area, text brought into Art Studio with a predesigned card, or text typed directly into Art Studio.

To edit text:

1 Click a **Panel** button at the top of the page to display the card panel or project page with the text you want to change.

2 Click the text on the project, and then click **Change Text**.

3 In the *Change Text* dialog box, press **Delete** (or **Backspace**, depending on the cursor position) on the keyboard until all the letters you don't want are deleted, and then type new characters.
or
Press the **Shift** key while pressing the **Right** or **Left** arrow key until the text you want to change is selected, and then type new characters.
or
Drag the pointer across the letters you want to change, and then type new characters.

4 When finished, click **OK**.

Viewing Text

In Hallmark Card Studio, text appears in a frame. It is possible to add more text than the frame can display.

When this occurs, a small overflow indicator  appears near the bottom right corner of the text frame.

To see all text in the frame, you can:

- Edit the text so that it is shorter. (See *Adding and Editing Text*.)
- Change the text's size or font. (See *Changing the Appearance of Text*.)
- Change the size of the frame. (See *The Frame Functions*.)

Changing the Appearance of Text

You cannot change the font, style, color, alignment or size for individual text characters. To mix text with different appearances you must have a separate text object for each set of changes. For example, you can have a text frame for an initial letter be 48 pt. Arial Black and another frame with the rest of the text as red, 24 pt. Arial.

Changing the Font

To change the text's font:

1 On the *Art Studio* screen, select the text to change.

2 Click the **Font** button.

3 Select a different font and then click **OK**.

Note: Whenever you select a text frame, the font's name appears in the status bar at the top of the screen.

Changing Alignment

To change the horizontal alignment of text:

1 On the *Art Studio* screen, select the text to change.

2 Click one of the alignment buttons:

 Aligns the text to the left side of the frame.

 Aligns the text to the center of the frame.

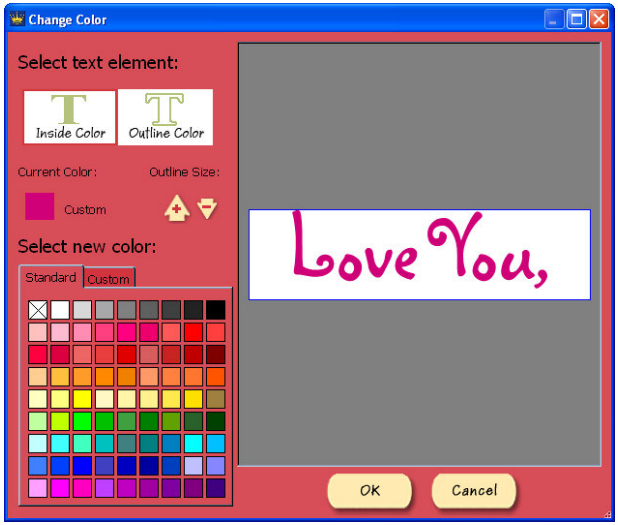
 Aligns the text to the right side of the frame.

Note: You can also align text using a shortcut menu. Right-click the text, click **Align Text Horizontally**, and then click an alignment.

Changing Text Color

You can use two different colors for the same text—one color for the inside of the letters and one for the outline. Most of the time the inside and outline colors are the same, but using different colors can add flair to messages or help to separate text from the background.

In the *Change Color* dialog box on the **Standard** tab, the box with the X in it indicates no color (transparent). As you make your choices, the selected text changes to let you see how the colors look.



To change text color:

1 On the *Art Studio* screen, select the text you want to work with

2. Click **Color**.

3 To change the text's color, if necessary, click **Inside Color**.

4 If necessary, click the **Standard** tab, and then click a color.
or
Click the **Custom** tab, click a color range in the spectrum on the right, and then click the exact color in the gradient area on the left.

5 To change the color of the text's outline, click **Outline Color** and select a color on the **Standard** or **Custom** tab.

6 To adjust the outline's width, click **Outline Color** (if necessary) and then click the **Outline Size** arrows.

7 When you are satisfied with the way your text looks in the *Preview* area, click **OK**.

Changing Text Size

You can change the size of the text and the size of the text box.

To change the text's size:

1 On the *Art Studio* screen, select the text you want to change.

2 In the **Size** box, type a different size or click the arrows to select the size. The selected text changes, but the text frame does not change size.

To change size of the text frame:

1 On the *Art Studio* screen select the text you want to change.

2 To make the frame both wider and taller, drag a corner handle on the text frame.
or
To make it wider or taller, drag a non-corner handle.
or
Click the **Width** or **Height** buttons to the right.

Applying Effects

It's easy to make text bold, italic, or underlined, and to create curved text.

To apply effects to text:

1 On the *Art Studio* screen, select the text to change.

2 Click one or more of the **Text Style** buttons:


Makes the selected text bold.


Slants the selected text the right.


Underlines the selected text.

To create curved text:

1 On the *Art Studio* screen, select the text to change.

2 Select the **Curve Effect** check box.

3 Click one of the **Curve Effect** buttons:


Click to have the text curve over and remain fixed to a point size.


Click to have the text curve under and remain fixed to a point size.


Click to have the text curve over and stretch to the end of the frame.

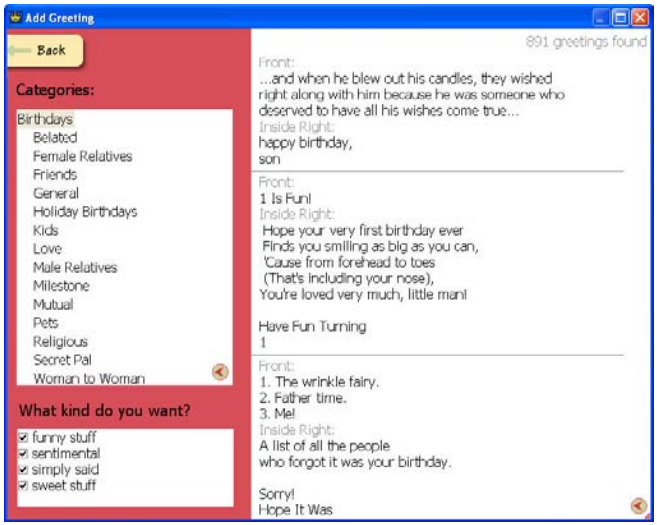

Click to have the text curve under and stretch to the end of the frame.

Inserting Greetings

Hallmark Card Studio contains a collection of card sentiments that you can add to your project as text.

To select and enter a greeting:

1 Click the **Greeting** button.



2 On the *Add Greeting* screen select a category from the **Categories** list, and then select one or more tones in the *What kind do you want?* area.

3 Use the arrows to view all matching greetings on the right.

4 Select a greeting.
The text is inserted into the project and is assigned the default font.

5 Change the font, size, and horizontal alignment for the text as needed.

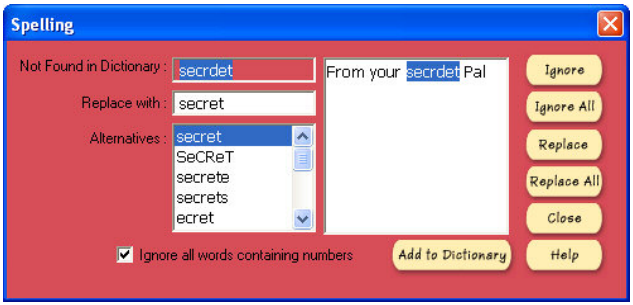
Using the Spell Checker

You can check the spelling in the active project.

To check spelling:

1 On the *Art Studio* screen, click the **Check Spelling** button.
or
From the **Tools** menu, click **Spelling**.

The Spell Checker begins checking the text. If the Spell Checker detects a word not in the dictionary, the *Spelling* dialog box appears. The questionable word appears in the **Not Found In Dictionary** box, and suggested replacements are listed.



2 To change the word to use the text in the **Replace with** box, click **Replace** or **Replace All**.
or
Select one of the **Alternatives**, and click **Replace** or **Replace All**.
or
Type your own replacement text. Then click **Replace** or **Replace All**.

3 To retain the word, click **Ignore** or **Ignore All**.
or
Click **Add To Dictionary** so that the Spell Checker will recognize the word next time.

4 Repeat step 2 or 3 for each misspelling the spell checker finds.
When the Spell Checker is finished, a message appears indicating that the spell check is complete.

5 Click **OK**..

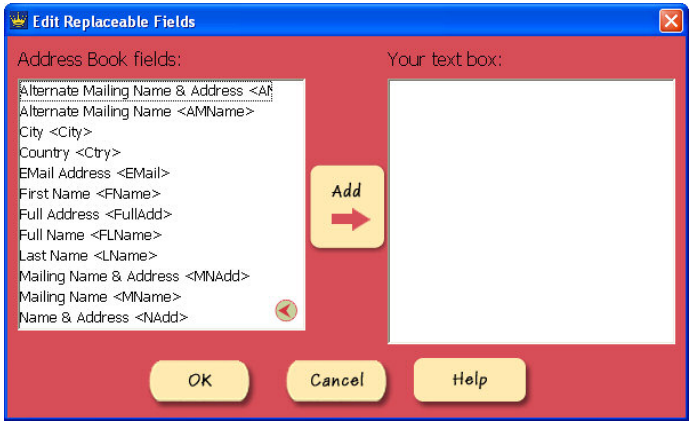
Adding Replaceable Fields for a Mail Merge

When you open a label, envelope, or postcard in Art Studio, you can add replaceable fields for a mail merge. You select the fields you want to use, and then select names from the Address Book for when you print. Use the following procedure to add replaceable fields for a mail merge to the open project.

To add mail merge fields:

1 Click **Text**.

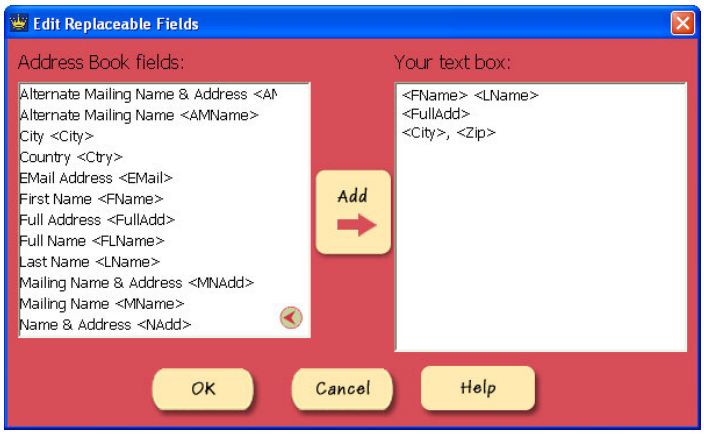
2 In the *Add Text* dialog box click **Insert Replaceable Fields**.



3 In the *Edit Replaceable Fields* dialog box, select an Address Book field to add to the project, and then click **Add**.
The field name appears in the *Your text box* list.

4 Repeat step **3** for each additional field.

5 Insert the appropriate formatting between fields.
For example, to address an envelope or postcard, press **Enter** between the name field(s) and the first address field and between the street address and the city field. Then, insert a comma between the city and state, and a space between the city, state, and ZIP code.



6 When you've added and formatted all fields you want to use, click OK. The mail merge fields are added to the open project.

Note: Fields are only available on Labels, Envelopes, and Postcards. To use mail merge, you must have the recipients in the Event Planner Address Book.

Chapter 7: Adding Graphics

Hallmark Card Studio projects are made up of graphics, shapes, symbols, and lines as well as text. Graphic objects are surrounded by frames. You can move, resize, shape, and replace graphics.

This chapter explains how to:

- Work with the frames that surround all graphics.
- Use the Clip Art Book to find graphics and add them to projects.
- Insert shapes into your projects.
- Select the graphics collections to view.
- Import photos into your projects.

Learning about Graphic Frames

Every graphic or text object in a project is surrounded by a frame, although you see the frame only when you select the object. You cannot move, reshape, or edit the contents of a frame unless the frame itself is active; that is, selected and visible on the screen.

To select a frame:

- Click the frame.

To select a frame that is behind another frame:

1 Click a frame in the project.

2 Press Tab repeatedly to cycle through the frames until you select the frame underneath.

Changes you make to a frame affect everything within the frame in the same way. Usually, only one frame is active at a time, but there are ways to select multiple frames. No two objects ever occupy the same frame.

The Frame Functions

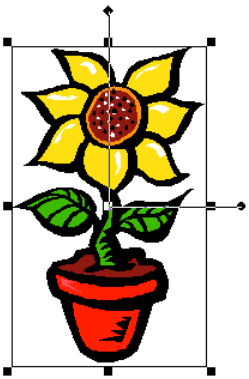
The boxes that appear on the frame outline and in the center are referred to as handles. Each handle has a particular function. To move, resize, rotate, or skew an object, drag one of these handles. Releasing the mouse button completes the action.

Moving Frames

You can drag the active frame around the project and onto the workspace. Nothing in the frame changes when you move the frame. You can click the center handle in the frame or click anywhere in the frame. If you want to move the frame on a straight horizontal or vertical path, press Shift while moving the frame. (For best results in this case, drag the center handle of the frame.)

Corner Resizing Handle

You can use the corner handle to proportionally change the height and width of the frame.



Vertical Resizing Handle

You can use a top or bottom handle to increase and decrease the height of the frame while keeping the width constant.

Horizontal Resizing Handle

You can use a side handle to increase and decrease the width of the frame while keeping the height constant.

Note: When resizing frames, by default, the handle opposite the one you are using for resizing remains anchored during resizing. However, you can resize around the center of the frame by pressing Ctrl while resizing. This is especially handy when you have centered an object on your project and want to resize it without having to center it again when you're finished.

Rotation

You can rotate a frame to any angle by using the handle extending horizontally from the center. The contents of the frame do not alter, only their angle. The frame rotates around its center, not the center of the project. The handle in the center of the frame shows where the center of rotation for that frame is.

Skewing

You can skew or bend many Hallmark Card Studio graphics to the side. Graphics that can be skewed appear with the skew graphics handle (extending vertically from the center) when the graphic is selected. Drag the handle to the right or left to skew the contents of the frame.

Inserting Graphics

You can either browse through the graphics available in the Hallmark Card Studio Clip Art Book or search for specific graphics and insert them. Alternatively, you can insert your own graphic files.

Working with the Clip Art Book

In the Clip Art Book you can search for graphics by category or keyword.

- Click **Browse** to conduct a general search and browse through larger numbers of graphics.
- Click **Find** to search for specific graphics and see smaller numbers of graphics.

Thumbnails matching the selected category or keyword appear in the *Preview* area.



To insert graphics by browsing:

1 From the *Art Studio* screen, click the **Clip Art** button.

2 In the *Clip Art Book* screen, click the **Browse** tab.

3 Select a category.

4 Browse through the available graphics shown in the *Preview* area.

5 Click the graphic to insert it.

To insert graphics by searching:

1 From the *Art Studio* screen, click the **Clip Art** button.

2 In the *Clip Art Book* screen, click the **Find** tab.

3 Type or select a keyword.
Graphics matching the search criteria appear in the *Preview* area.

4 Click the graphic to insert it.

Using the Clip Art Book Screen

When using the **Browse** button to search, follow these tips:

- You can browse quickly through categories using the arrows.
- Some categories overlap, so check several categories to find the graphic.

When doing a **Find** (keyword) search, follow these tips:

- If you don't find the graphic you want, enter a broader search term. For example, if you enter the search term **Beagle** and you don't get a match, then try using the term **Dog**. Then, go through the results for the specific graphic or graphics you want.
- Try to search with nouns such as **Cat** or **Dog** instead of descriptive terms such as **Bright** or **Blue**.

Inserting a Graphic from a File

You can insert graphics created in other programs. With Hallmark Card Studio you can import .bmp, .emf, .gif, .jpg, .pcx, .png, .tga, .tif, and .wmf files.

To insert a graphic from a file into your project:

1 On the *Art Studio* screen, click the **Clip Art** button.

2 Click the **From File** button.

3 Locate the graphic file you want to insert.

4 Select the graphic file, and then click **OK** to import it.

Inserting Shapes

You can search for and insert geometric shapes into your project. Shapes include squares, rectangles, triangles, diamonds, and others. The Add *Shape* screen works like the *Clip Art Book* screen, but you'll see only the shapes in the **Shapes** category.

To insert a shape into your project:

1 On the *Art Studio* screen, click the **Shape** button.

2 In the *Add Shape* screen, locate a shape.

3 Click the shape to add it to your project.

Adding Photos

You can add photos from other sources in a variety of common graphic formats to a Hallmark Card Studio project. You can add photos from files, add photos from a digital camera or scanner, or paste a photo from the Clipboard.

With Hallmark Card Studio you can add photos in the *Personalize* screen and in Art Studio. In the *Personalize* screen you can add photos to cards and certain other projects, such as photo frames and scrapbook pages.

In Art Studio you can add a photo and work with the digital photo file like other graphic elements.

> ***Note:*** If you are working with a calendar project, you can also add photos to calendar cells. For more information, see *Adding Text and Graphics to a Calendar*.

With Hallmark Card Studio you can add .bmp, .gif, .jpeg/.jpg, .pcx, .png, .tga and .tiff/.tif files.

To add a photo in the *Personalize* screen:

1 Select a card in the *Browse Cards* screen or project in the *Other Projects* screen.
In the *Personalize* screen, if you can add a photo to this project, you'll see either **Digital Photo (optional)** text on the left or **Place Photo Here** on the design.

2 If the card has **Digital Photo (optional)** text on the right, click the inside blank panel button and click **Add Photo**.
or
If the design has **Place Photo Here**, click it.

Note: Hallmark Card Studio does not let you place photos over Hallmark-designed art and text. You'll be able to add photos only to blank card panels with the **Add Photo** button or to an existing placeholder frame by clicking **Place Photo Here**.

3 In the *Photo* dialog box, click **Camera or Scanner**, select your digital camera or scanner software, and use it to get a photo.
or
Click **File**, locate and select a photo file, and click **OK**.
or
Click **Clipboard** to paste a photo you've copied to the Clipboard in another program.

4 Optionally, adjust the photo using the **Grow** or **Shrink** button, the **Move** buttons, or the **Rotate** buttons.

5 Optionally, click **PhotoPower** to color, retouch, clone, or crop the photo.

6 Optionally, if available, type a caption for the photo.

7 Click **OK**.
The photo is inserted into the blank panel or photo frame.

To add a photo in Art Studio:

1 On the *Art Studio* screen, click the **Photo** button.

2 Locate the photo file to add.

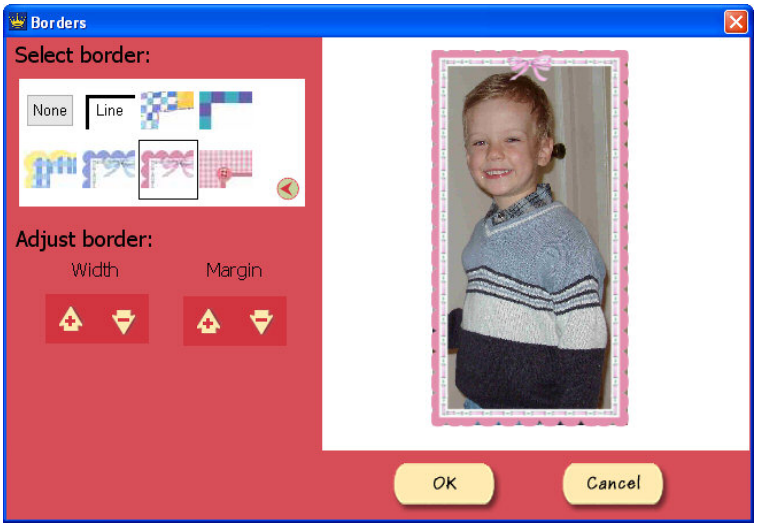
3 Select the photo file, and click **OK** to import the photo into the project.

4 Optionally, click **PhotoPower** to color, retouch, clone, or crop the photo.

After you have added a photo, it's easy to add a decorative border.

To add a photo border:

1 On the *Personalize* screen, click the **Add/Del Border** button.
or
On the *Art Studio* screen, click the **Add Border** button.



2 In the *Borders* dialog box, select a border design. (You can use the arrows to display additional designs.)

3 Click the **Width** arrows to change the thickness of the border.

4 Click the **Margin** arrows to change the distance between the outer edge of the photo and the border.

5 If you've selected a line border and want to change the color of the line, select a color from the list of colors.
or
Click the **More Colors** button to create a custom color for the line and click **OK**.

6 Click **OK**.
The selected border is inserted into the project.

Chapter 8: Working with Graphics

Once you've added graphics to a project, it's easy to select, move, resize, copy, rotate, overlap, and align them. Hallmark Card Studio also lets you group graphics together, so you can work with more than one graphic at a time.

This chapter explains how to:

- Perform basic tasks such as selecting, moving, resizing, copying, rotating, and deleting graphics.
- Crop graphics using the edge of the workspace.
- Duplicate graphics.
- Overlap graphics.
- Align graphics on the page.
- Link and group graphics.

Note: You can also use these procedures with shapes, photos, and text!

Basic Graphic Tasks

To select a graphic:

- Click the graphic.
  or
  Click the **Select** button until the graphic you want is selected.

To move a graphic:

- Click the graphic, and drag it to its new location.
  or
  Select the graphic, and then click the **Move** arrows on the right to move the graphic to its new location. (Hold a **Move** button down to move the graphic in multiple increments.)

To replace a graphic:

1 Select the graphic, and then click **Replace Graphic**.

2 In the *Clip Art Book* screen, click the **Browse** tab or the **Find** tab.

3 On the **Browse** tab, select a category.
or
On the **Find** tab, type or select a keyword.

4 Locate a graphic in the *Preview* area.

5 Click the graphic you want to insert.

To resize a graphic:

- Select the graphic, and then click one of the **Size** buttons on the right.
  To enlarge the object, click the **+ arrow** button
  To shrink the object, click the **- arrow** button.

To flip a graphic:

- Select the graphic, and then click one of the **Flip** buttons on the left.
  Clicking the **left/right arrow** button flips the graphic horizontally.
  Clicking the **up/down arrow** button flips the graphic vertically.

To copy a graphic:

1 Select the graphic.

2 Click **Copy**.

3 Display a different panel or page, and then click **Paste**.

4 Move the graphic to the location you want on the panel.

Note: To quickly duplicate graphics on the same project panel, see *Duplicating Graphics.*

To rotate a graphic:

- Select the graphic, and then click one of the **Rotate** buttons on the right.
  Clicking the **Left arrow** rotates the graphic counterclockwise.
  Clicking the **Right arrow** rotates the graphic clockwise.

To delete a graphic:

- Select the graphic, and then click **Erase**.

If you've made a mistake:

- Click **Undo** from the **Edit** menu to undo any action, including Erase.

Using the Workspace to Crop Graphics

You can change the shape of a graphic's frame, but you cannot directly edit the contents of a graphic image. If you want to use part but not all of a graphic, try moving the unwanted portion of the graphic off the edge of the project. Though still part of the graphic, the unwanted portion will be hidden and will not print. The rest of the graphic can be pulled back onto the page if you want it in your project again. The unwanted portion will be invisible on your screen and will not print.

You can also cover part of a graphic with a rectangle of the same color as the graphic's background. Place the rectangle over the unwanted portion of the graphic.

Duplicating Graphics

It's easy to duplicate graphics with the **Duplicate** command. Use this command to make a copy of the selected graphic. The new graphic appears on top so that it overlaps but doesn't completely cover the original graphic.

With the **Duplicate** command you can quickly copy and place of graphics that you want to repeat in your project. You can still resize and reposition all of the graphics as you like, using the frame handles.

To duplicate a graphic:

1 Select the graphic in the workspace.

2 From the **Edit** menu, click **Duplicate**.
A duplicate graphic appears in the project, overlapping the original.

3 Repeat step **2** to create additional duplicate graphics.

Overlaying Graphics

Hallmark Card Studio projects can consist of carefully arranged overlays of graphics, symbols, shapes, lines, and text blocks. Shapes especially are often placed behind all the other elements of a project to give it visual balance.

The **Bring To Front**, **Send To Back**, **Bring Forward One**, and **Send Back One** commands on the **Order** submenu on the **Object** menu are designed to help control the objects in your project overlay.

- The **Send To Back** command places the selected object behind all other objects in the project.
- The **Bring To Front** command places the selected object in front of all other objects in the project.
- The **Bring Forward One** and **Send Back One** commands are useful when you have several overlapping objects placed on your project. These commands move the selected object forward or backward one level.

Object order is defined by the order in which the objects are originally placed on the project, not by the objects' relationship to one another on the project. If you use the **Send Back One** command, for example, and it does not produce the expected results, it is probably because the objects you are trying to move were actually placed several levels apart from one another.

You can create complex overlays using these four commands, and experiment with different layout possibilities.

To change an object's order:

1 Select the object to change.

2 From the **Object** menu, choose **Order>Bring To Front**, **Order>Send To Back**, **Order>Bring Forward One**, or **Order>Send Back One**.

Note: If you ever *lose* a graphic while using these commands, it might be covered by a larger graphic or other object. Select the larger object and use **Send To Back** to put it in the background. Then the smaller object will appear again.

Working with Overlapping Graphics

You can place, select, and manipulate overlapping text and graphic objects on a project page.

Using Close Views

Graphics and text are inserted at the default size relative to your screen. However, if you zoom in on your project and then insert the objects, this will make inserted text and graphics smaller relative to your project. You might find using close views in this way faster and more precise when you want to insert type in a small point size, shrink a graphic, or select an object from a group of closely placed objects.

Selecting Objects with the Tab Key

If you are having trouble selecting objects with the mouse, try using the Tab key. The Tab key cycles through objects on the workspace.

To select an object with the Tab key:

1 Select any object on the workspace.

2 Press Tab until the object you want is selected.

Centering and Aligning Graphics

Use the following procedures to center and align graphics on a project page.

Centering Graphics

You can use centering commands to place one or more graphics at the vertical or horizontal center of a project page. You can center graphics vertically, horizontally, or both. If you've selected more than one graphic, centering is individually performed on all selected graphics.

Note: Centering multiple graphics can cause them to overlap, or can cause larger objects to cover smaller objects. For hints on displaying, selecting, and reordering overlapping or covered objects, see *Working with Overlapping Graphics*.

To center graphics:

1 Select one or more graphics in the project page.

2 Select one of the following:

To	Do this
Center graphics horizontally (left to right) on a project page	From the **Object** menu, choose **Center>Horizontally**.
Center graphics vertically (top to bottom) on a project page	From the **Object** menu, choose **Center>Vertically**.
Center graphics both horizontally (left to right) and vertically (top to bottom) on a project page	From the **Object** menu, choose **Center>Both**.

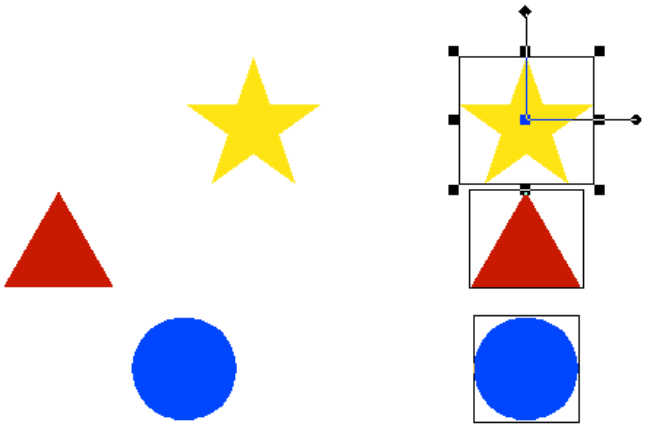
Aligning Graphics

You use aligning commands to align multiple objects on a vertical or horizontal plane. When you choose an aligning command, the centers of all selected objects are aligned to the center of the first object you selected. Because the aligning commands work with multiple objects, at least two objects must be selected for the commands to become available.

To align graphic objects:

1 Select two or more objects on the project page by pressing **Shift** while clicking each of the objects.

2 From the **Object** menu, click **Align Objects Horizontally**.
Objects are aligned on a horizontal plane, using the first selected object's center.
or
From the **Object** menu, click **Align Objects Vertically**.
Objects are aligned on a vertical plane, using the first selected object's center.



Selecting and Grouping Graphics

You can select multiple objects and group them to work on more than one object at once. You might want to resize everything to better fit on your page, or tilt or rotate two separate text blocks. With multiple selection and grouping, you can select and work with more than one frame at a time.

Selecting Graphics

Multiple selection lets you perform commands simultaneously on separate frames. The frames are still treated as separate objects rather than as a group. Each frame still rotates, skews, and resizes around its own center, not the center of the group of selected frames.

To select multiple frames:

- From the **Edit** menu, click **Select All**.
  or
  Press **Shift** while you select each object.
  or
  Drag the pointer around the objects you want (marquee selection).

Note: The starting point for marquee selection must be outside of any object's frame. If you have a background in your project, zoom out and start your marquee selection on the workspace.

Every command that you apply affects all the selected frames (until you unselect them).

To cancel the selection from all selected frames:

- Click anywhere on your project (outside the frames) or on the workspace.

To cancel the selection from individual connected frames:

- Press **Shift** while you click each object you want to clear.

Grouping Graphics

By grouping frames, you can perform commands simultaneously on multiple frames. The center of the group of connected frames is used as the center point around which objects are sized and rotated. This allows you to resize and rotate groups of objects while maintaining their relationship with one another.

To group frames:

1. Select two or more objects on the workspace. (Press **Shift** while you click each object you want to select, or press **Ctrl+A** to select all objects.)
2. Click the **Group Objects** button.
   or
   From the **Object** menu, choose **Arrange>Group**.

To ungroup frames:

1. Select the grouped frame.
2. From the **Object** menu, choose **Arrange>Ungroup**.

Working with Multiple Selected and Grouped Frames

The following commands are generally available for selected and grouped frames containing at least one graphic:

- Moving commands
  (You can move frames by dragging them or using the arrow keys.)
- Resizing commands
- Rotating commands

To resize multiple selected or grouped frames:

- Click the + Size arrow to increase the size of the frames.
  or
  Click the - Size arrow to decrease the size of the frames.

To rotate multiple selected or grouped frames:

- Click the Right Rotate arrow to rotate clockwise.
  or
  Click the Left Rotate arrow to rotate counterclockwise.

Warning: If you delete a frame that is part of a group or multiple selection, all of the frames will be deleted. Make sure to save your project before deleting to prevent mistakes.

Chapter 9: Working with PhotoPower

Because not all pictures are perfect, Hallmark Card Studio includes the useful PhotoPower program. With PhotoPower, you can correct most photographic problems easily and quickly.

> ***Note:*** Some versions of Hallmark Card Studio do not include PhotoPower. If it's not included with your version, you will not see the **PhotoPower** button on the *Art Studio* screen or the *Photo* dialog box.

This chapter explains how to:

- Change a picture's brightness and color.
- Sharpen or smooth the edges in a picture.
- Remove the red-eye effect caused by camera flashes.
- Cut out important areas of your pictures using predefined shapes, or define your own custom cutout.
- Clone parts of a photo to other areas.

Getting Started

Starting PhotoPower

You can start PhotoPower from several Hallmark Card Studio screens.

To start PhotoPower from the *Personalize* screen:

1. Select a blank panel, and then click the **Add Photo** button.
2. Click **Camera or Scanner**, and select your digital camera or scanner software, to get a digital photo.
   or
   Click **File**, locate and select a digital photo file and click **OK**.
   or
   Click **Clipboard** to paste a photo you've copied to the Clipboard.

3 Click **PhotoPower** to color, retouch, clone, or crop the photo.

To start PhotoPower from the *Art Studio* screen:

1 Click **Photo**, and then select the photo to add it.

2 Click the photo in your project to select it.

3 Click the **PhotoPower** button.
or
Right-click the photo, and choose **Edit Photo**.

To start PhotoPower from a calendar cell:

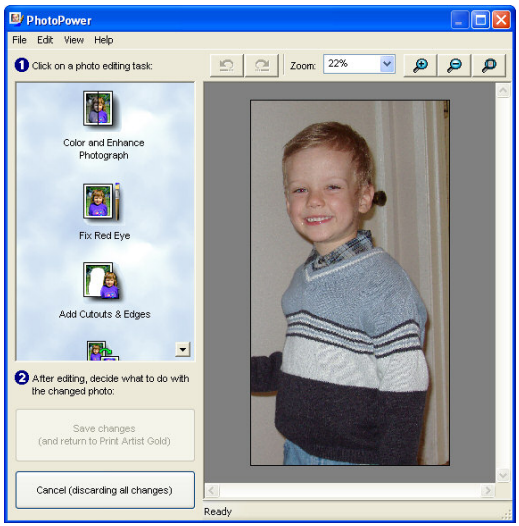
Note: In weekly and monthly calendars, each date is a cell. In daily calendars, each hour is a cell.

1 Double-click a calendar cell.

2 Click **Insert Photo**, select the photo to add, and click **OK**.

3 Click the **PhotoPower** button.

The PhotoPower screen appears with the selected photo displayed in the *Preview* area.



Note: You can use PhotoPower with Photo Frame projects. After you select a photo for a Photo Frame project, click the **PhotoPower** button in the *Photo* dialog box to start PhotoPower.

Changing Views in PhotoPower

Use the view options to change the magnification of the photo displayed in PhotoPower. With PhotoPower you can:

- Select a magnification
- Zoom in or out in increments
- Select a view that fills the photo display with the selected photo

To select a magnification:

- From the **View** menu, choose a magnification.
  or
  Click the arrow to the right of the **Zoom** box, and click a magnification.
  or
  Type a magnification value in the **Zoom** box.

To zoom in or out in increments:

- Click the **Zoom In** or **Zoom Out** button.

To fill the photo display:

- From the **View** menu, click **Fit in Window**.
  or
  Click the **Zoom to Fit** button.

Coloring and Enhancing Your Pictures

The **Color and Enhance Photograph** options let you make color changes and corrections to the entire picture. (To work with selected areas, see *Retouching Picture Areas*.)

The **Color and Enhance Photograph** options include:

Brightness/Contrast

Use to quickly adjust the contrast between highlights and shadows or to make a picture lighter or darker.

Color Correction

Use to add or subtract red, green, and blue.

Color Saturation

Use to make a picture's colors more vivid by increasing color saturation.

Sharpness

Use to sharpen or smooth the edges in the picture. Sharpen or smooth as little or as much as you want.

Changing Brightness and Contrast

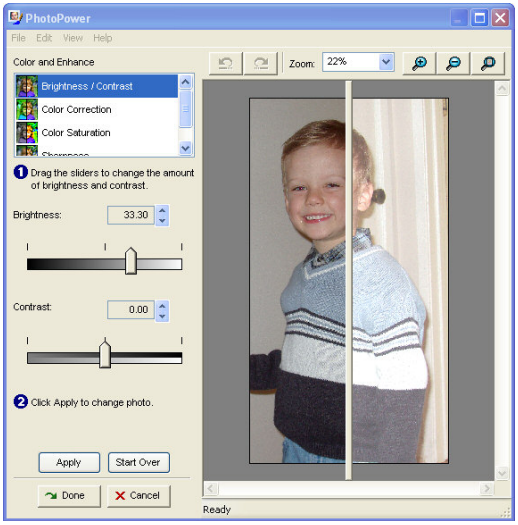
Brightness is the overall amount of lightness and darkness of an image. When you increase or decrease brightness, you raise or lower the overall tone of the image. This means you add lightness or darkness to all colors in the image.

Contrast is the difference between the lightest and darkest areas of an image. When you increase or decrease contrast, you raise or lower the differences between light and dark colors in an image.

While you work with the **Brightness/Contrast** options, a divider appears on the picture. As you change the contrast and brightness, the right side of the picture is affected while the left side remains unchanged. This is so you can see the picture before and after you apply changes. You can drag the divider or use the scroll bar to move the divider in either direction to view more of either side.

To change a picture's brightness:

1 Click **Color and Enhance Photograph** on the *PhotoPower* window, and then select **Brightness/Contrast**.



2 Drag the **Brightness** slider to the right to increase brightness or to the left to decrease brightness.
or
Click the arrows to select a brightness value.

3 Review the changes you've made. Modify the changes, or click **Apply** to change the photo.

4 When you are finished, click **Done**.
or
Click **Start Over** if you are not happy with the changes you've made.

To change a picture's contrast:

1 Click **Color and Enhance Photograph** on the *PhotoPower* window, and then select **Brightness/Contrast**.

2 Drag the **Contrast** slider to the right to increase contrast or to the left to decrease contrast.
or
Click the arrows to select a contrast value.

3 Review the changes you've made. Modify the changes, or click **Apply** to change the photo.

4 When you are finished, click **Done**.
or
Click **Start Over** if you are not happy with the changes you've made.

Changing Color

You can use color balancing either to enhance a color you want to emphasize or to reduce a color you want to tone down.

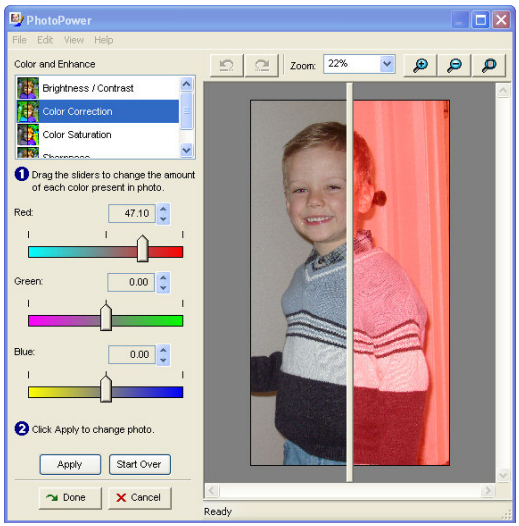
While you work with Color Correction, a divider appears on the picture. As you change the color balance, the right side of the picture is affected while the left side remains unchanged. This is so you can see the picture before and after you apply changes. You can drag the divider or use the scroll bar to move the divider in either direction to view more of either side.

To change a picture's color:

1 Click **Color and Enhance Photograph** on the *PhotoPower* window, and then select **Color Correction**.

2 Drag a color slider to the right to increase the color in the picture or to the left to decrease the color in the picture.
or
Click the arrows to select a color value.

3 Repeat step **2** for each color you want to change.



4 Review the changes you've made. Modify the changes, or click **Apply** to actually change the photo.

5 When you are finished, click **Done**.
or
Click **Start Over** if you are not happy with the changes you've made.

Changing Color Saturation

Color saturation refers to how much gray is present in a picture. By removing gray from a color you can increase the color saturation.

Increase the saturation in a picture to give colors a more vivid appearance, or decrease the saturation to simulate a black and white picture or give a picture a vintage appearance.

To change a picture's saturation:

1 Click **Color and Enhance Photograph** on the *PhotoPower* window, and then select **Color Saturation**.

2 Drag the **Saturation** slider to the right to increase saturation (make colors more vivid) or to the left to decrease saturation (make colors grayer).
or
Click the arrows to select a saturation value.

3 Review the changes you've made. Modify the changes, or click **Apply** to change the photo.

4 When you are finished, click **Done**.
or
Click **Start Over** if you are not happy with the changes you've made.

Sharpening or Smoothing a Picture

Sharpening a picture increases contrast by making dark edges darker and surrounding light edges lighter. For example, if you sharpen a light-blue edge against a yellow background, the light blue changes to dark blue and the yellow becomes white.

Smoothing a picture decreases contrast by making dark edges lighter and light edges darker, resulting in softer, somewhat blurred edges.

To sharpen or smooth a picture's focus:

1 Click **Color and Enhance Photograph** on the *PhotoPower* window, and then select **Sharpness**.

2 Drag the slider to the right to sharpen the edges in the picture or drag the slider to the left to smooth the edges in the picture.
or
Click the arrows to select a value.

3 Review the changes you've made. Modify the changes, or click **Apply** to change the photo.

4 When you are finished, click **Done**.
or
Click **Start Over** if you are not happy with the changes you've made.

Removing Red Eye

Sometimes the subject in your picture has red eyes (or, if a pet, other colored eyes) caused by a camera flash. To remove the red-eye effect, you draw a frame around the subject's eye area and click **Apply**. PhotoPower automatically removes the red (or other colored) area while retaining the highlight and other details.

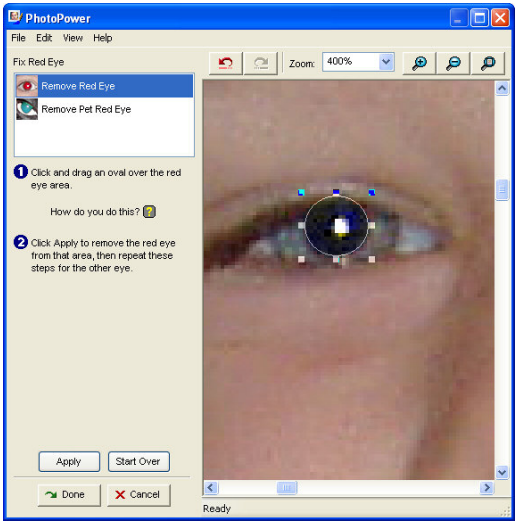
To remove red eye (human):

1 Click **Fix Red Eye** on the *PhotoPower* window.

2 Select **Remove Red Eye**.

3 If necessary, use the **Zoom** tools to enlarge the subject's face. Then, you can more easily define the eye area.

4 Draw an oval frame around one eye that has the red-eye effect by dragging the pointer from just outside the subject's pupil across the pupil.



5 If necessary, resize or drag the frame to enclose the pupil. To resize the frame, drag a frame handle until the oval is the correct size. To move the frame, drag from inside the frame.

6 Click **Apply**.

7 Repeat steps **4-6** for any other eyes that need adjusting.

8 When you are finished, click **Done**.
or
Click **Start Over** if you are not happy with the changes you've made.

To remove the 'red-eye' effect for a pet:

1 Click **Fix Red Eye** on the *PhotoPower* window.

2 Select **Remove Pet Red Eye**.

3 If necessary, use the **Zoom** tools to enlarge the pet's face. Then, you can more easily define the eye area.

4 Draw an oval frame around one eye that has the 'red-eye' effect by dragging the pointer from just outside the pet's pupil across the pupil.

5 If necessary, resize or drag the frame to enclose the pupil. To resize the frame, drag a frame handle until the oval is the correct size. To move the frame, drag from inside the frame.

6 Click **Apply**.

7 Repeat steps **4-6** for any other eyes that need adjusting.

8 When you are finished, click **Done**.
or
Click **Start Over** if you are not happy with the changes you've made.

Changing the Shape of Your Pictures

Part of the fun of working with digital pictures is the ability to trim (or crop) a picture or cut out an area of a picture and then add it to a project.

There are several ways to change the shape of your pictures:

- **Trim:** Define an area you want to keep and throw away the rest.
- **Cutout Shapes:** Create a cutout using a preset shape.
- **Custom Cutout:** Create a custom cutout by using the **Trace** tool or the **Edge** tool.

When you trim a picture or create a cutout, a transparent red "film" overlays the areas of the picture you want to throw away. Don't worry about harming your photo. Creating a cutout does not physically remove part of your picture.

Trimming a Picture

When you trim a picture, you select an area you want to keep and throw away the rest of the picture. When you click **Trim**, a trim box appears on the picture. You can move and size the trim box so it surrounds the area you want to keep.

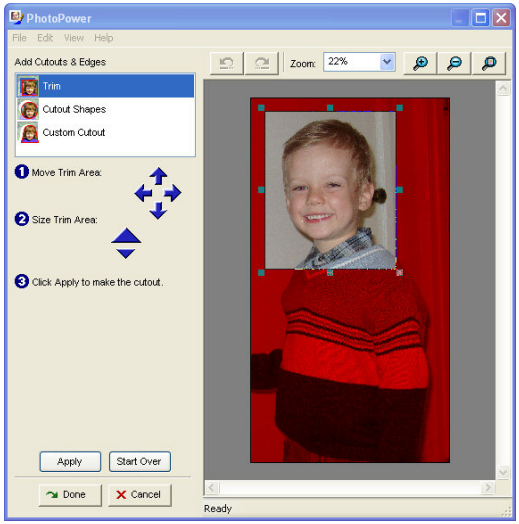
To trim a picture:

1 Click **Add Cutouts & Edges** on the *PhotoPower* window.

2 Click **Trim**.
A trim box appears in the center of the picture.

3 Click one or more of the move arrows to move the trim box.
or
Drag the trim box to the desired position on the picture.

4 Click the small or large arrow to decrease or increase the size of the box.
or
Drag a handle on the trim box. (Press the **Shift** key while dragging to change the trim box proportionally.)



5 Review the changes you've made. Modify the changes, or click **Apply** to change the photo.

6 When you've defined the area to keep, click **Done**.
or
Click **Start Over** if you are not happy with the area you've defined.

Creating Cutouts

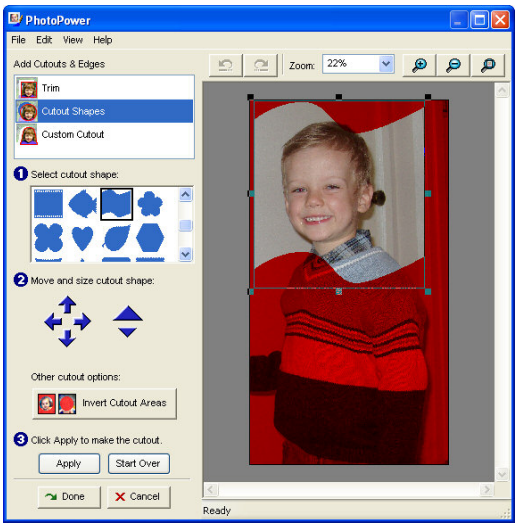
You can create a cutout using preset shapes. When you click a shape, a cutout box with the appropriate shape displays in the center of the picture. You can move and size the preset shape so it surrounds the area you want to cut out.

To create a cutout with a preset shape:

1 Click **Add Cutouts & Edges** on the *PhotoPower* window.

2 Click **Cutout Shapes**, and then select a shape.
A box in the selected shape appears in the center of the picture.

3 Click one or more of the four move arrows to move the cutout box.
or
Drag the cutout box to the desired position on the picture.



4 Click the small or large arrow to decrease or increase the size of the box.
or
Drag a handle on the cutout box. (Press the **Shift** key while dragging to change the box proportionally.)

5 Review the changes you've made. Modify the changes, or click **Apply** to change the photo.

6 When you've defined the shape to keep, click **Done**.
or
Click **Start Over** if you are not happy with the shape you've defined.

Note: To create an 'empty' cutout with the rest of the picture as a frame, you keep the area outside the shape you've defined. Select a cutout shape, size and position the shape, and then click **Invert Cutout Areas**.

Creating Custom Cutouts

You can create custom cutouts in two ways:

- You can trace an object to create a cutout.
- You can define an edge and let PhotoPower outline the object for you.

Tracing a Cutout

To define a cutout along lines you trace, use the **Trace** tool. Each time you click the tool, PhotoPower inserts an anchor point to create the outline.

To trace an object to create a cutout:

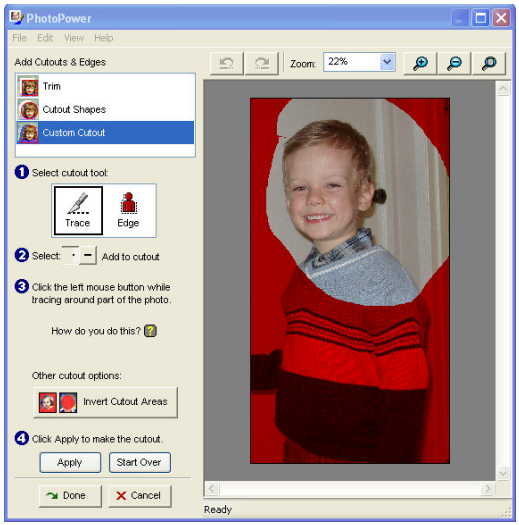
1 Click **Add Cutouts & Edges** on the *PhotoPower* window.

2 Click **Custom Cutout**, and then click the **Trace** tool.
By default, **+** (Plus) is selected to include the area you trace. Click **-** (Minus) to exclude the area you trace.

3 Move the pointer to the edge of the object you want to trace and click. This inserts the start point box.

4 Continue to click along the edge of the object until you return to the starting point.
or
Trace the edge of the object by moving the pointer along the edge.

5 Click the start point to close the cutout.
A transparent red "film" indicates the areas of the picture you want to throw away.



6 Review the changes you've made. Modify the changes, or click **Apply** to change the photo.

7 When you've defined the shape to keep, click **Done**.
or
Click **Start Over** if you are not happy with the shape you've defined.

You can include or exclude the traced area at the beginning of the trace procedure. If, after tracing an area, you change your mind, you can reverse the areas to be cut out and saved.

To invert the cutout areas:

1 Define a cutout area as described in *Tracing a Cutout*.

2 Click **Invert Cutout Areas**.
The areas previously excluded (shown on the photo in red), are included in the cutout, and the previously selected area is excluded.

3 Click **Apply**, and then click **Done**.

Defining a Cutout Edge

You use the **Edge** tool to let PhotoPower help you define the cutout along the lines you trace. As you click around the edge of an object to trace it, PhotoPower outlines the object.

To define an edge to create a cutout:

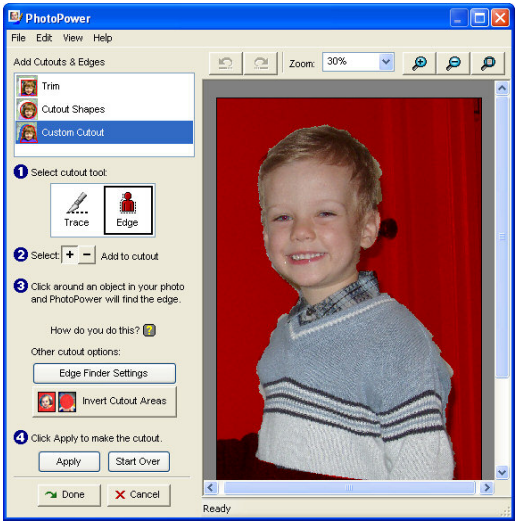
1 Click **Add Cutouts & Edges** on the *PhotoPower* window.

2 Click **Custom Cutout**, and then click the **Edge** tool.
By default, **+** (Plus) is selected to include the area you trace. Click **-** (Minus) to exclude the area you trace.

3 Move the pointer to the edge of the object you want to define and click.
This inserts the start point box.

4 Continue to click along the edge of the object until you return to the starting point.
PhotoPower creates a line along the edge of the person or other object you are trying to define.

5 Click the start point to close the cutout.
A transparent red "film" indicates the areas of the picture you want to throw away.



6 Review the changes you've made. Modify the changes, or click **Apply** to change the photo.

7 When you've defined the shape to keep, click **Done**.
or
Click **Start Over** if you are not happy with the shape you've defined.

By default, the **Edge** tool is configured to work well with most photos. You can change the **Edge** tool settings for sensitivity and color/edge balance.

To change **Edge** tool settings:

1 On the *Custom Cutout* screen, click **Edge Finder Settings**.

2 Select **High**, **Medium**, or **Low** sensitivity.
(With higher sensitivity settings the **Edge** tool detects smaller differences in color and edge.)

3 Drag the slider to the right to detect edges more by edge contrast or drag the slider to the left to detect edges more by color change.
or
Click the arrows to select a value.
(Higher values detect edges more by edge contrast.)

4 Click **OK**.

Flipping and Rotating Your Pictures

You can flip or rotate a picture. Use the **Flip and Rotate Photograph** features to create a better picture composition or to create a fun effect.

Flipping a Picture

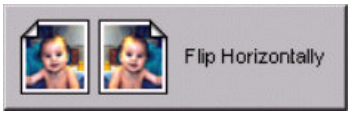
When you flip a picture, it looks as though you are holding the picture up to a mirror. You can flip a picture horizontally, vertically, or diagonally.

To flip a picture:

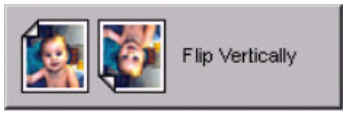
1 Click **Flip and Rotate Photograph** on the *PhotoPower* window.

2 Click **Flip**.

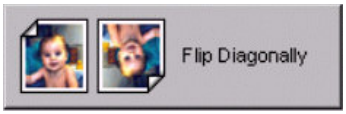
3 Then click one of the following:



Flips the picture along an invisible vertical line. It looks as though you are holding the picture up to a mirror.



Flips the picture along an invisible horizontal line. It looks as though picture is turned upside-down.



Flips the picture both horizontally and vertically. It looks as though the picture has been rotated 180 degrees.

4 Review the changes you've made. Modify the changes, or click **Apply** to change the photo.

5 When finished, click **Done**.
or
Click **Start Over** if you are not happy with the photo.

Hint: Some objects in your photos may not make sense when flipped. For example, make sure that street signs, billboards, banners, or other text in a photo has not been made illegible before you finish editing your photo.

Rotating a Picture

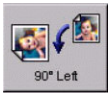
You can rotate a picture around its center point. Use PhotoPower to rotate the photo in 90 or 180-degree increments. Also, you can specify a custom rotation for the photo.

To rotate a picture:

1 Click **Flip and Rotate Photograph** on the *PhotoPower* window.

2 Click **Rotate**

3 Then click one of the following:



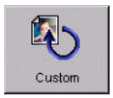
Rotates the picture counterclockwise 90 degrees.



Rotates the picture clockwise 90 degrees.



Rotates the picture 180 degrees.
The picture appears upside-down.



Click to specify the rotation angle, in degrees, for the picture. When you use this option, corners of the picture may extend beyond the original picture's borders. PhotoPower automatically makes the corners transparent and enlarges the picture as necessary.

4 Review the changes you've made. Modify the changes, or click **Apply** to change the photo.

5 When finished, click **Done**.
or
Click **Start Over** if you are not happy with the angle you've selected.

Adding Special Effects

You can apply special effects to pictures. For example, try the stained glass, oil painting, and mosaic effects to easily give your pictures a unique look.

Soft Edge Effect

The soft edge effect blurs the existing colors at the edge of your photo, so the effect and your photo are always compatible. Use the soft edge effect to create a soft border around the edge of a picture.

You can adjust the depth (distance from the photo edge) and intensity (contrast from existing photo colors) of the soft edge effect.

To apply the soft edge effect:

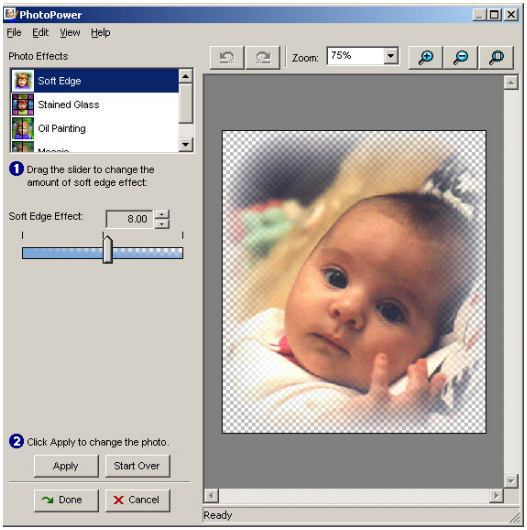
1 Click **Photo Effects** on the *PhotoPower* window.

2 Click **Soft Edge**.

3 Drag the **Soft Edge Effect slider** to the right to increase the depth and intensity of the effect, or drag it to the left to decrease the depth and intensity of the effect.
or
Click the arrows to select a **Soft Edge Effect** value.

4 Review the changes you've made. Modify the changes, or click **Apply** to change the photo.

5 When you are finished, click **Done**.
or
Click **Start Over** if you are not happy with the changes you've made.



Stained Glass Effect

When you apply the stained glass effect, a frame resembling a stained glass window is created around the picture. Use the stained glass effect to create a special frame around your picture. You can select the shape of the frame. You can move and size the effect, and adjust the amount of color and brightness.

To add a stained glass effect:

1 Click **Photo Effects** on the *PhotoPower* window.

2 Click **Stained Glass**.

3 Then click a stained glass design, and click the texture.
The design appears in the center of the picture.

4 Click the small arrow to decrease the size of the frame or the large arrow to increase the size.
or
Drag a handle on the frame.

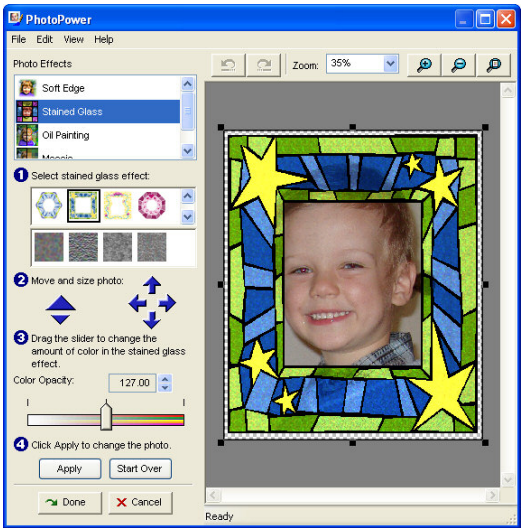
5 Click the move arrows to move the frame in the corresponding direction.
or
Drag the frame to the desired position on the picture.

6 Drag the **Color Opacity slider** to the right to make the colors in the frame more opaque, or drag it to the left to make the colors in the frame less opaque.
or

Click the arrows to select a **Color Opacity** value.

7 Review the changes you've made. Modify the changes, or click **Apply** to change the photo.

8 When you are finished, click **Done**.
or
Click **Start Over** if you are not happy with the changes you've made.



Oil Painting Effect

Use the oil painting effect to make a picture look like a painting. You can adjust the intensity of the effect, so the picture will look only as much like a painting as you want.

To apply the oil painting effect:

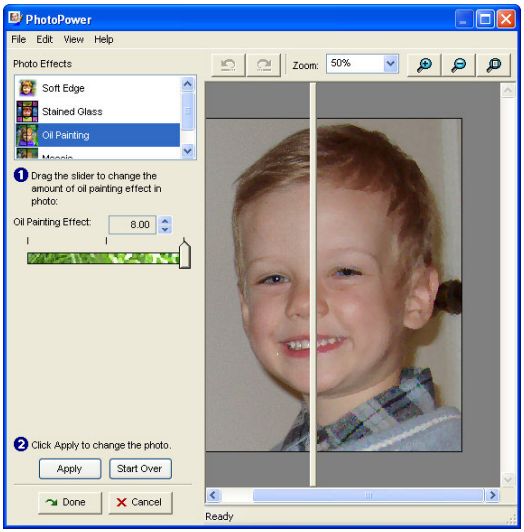
1 Click **Photo Effects** on the *PhotoPower* window.

2 Click **Oil Painting**.

3 Drag the **Oil Painting Effect slider** to the right to increase the intensity of the oil painting effect, or drag it to the left to decrease the intensity of the effect.
or
Click the arrows to select an **Oil Painting Effect** value.

4 Review the changes you've made. Modify the changes, or click **Apply** to change the photo.

5 When you are finished, click **Done**.
or
Click **Start Over** if you are not happy with the changes you've made.



Mosaic Effect

Use the mosaic effect to make a picture look like a mosaic decoration. You can adjust the intensity of the effect, so the picture will look only as much like a mosaic as you want.

To apply the mosaic effect:

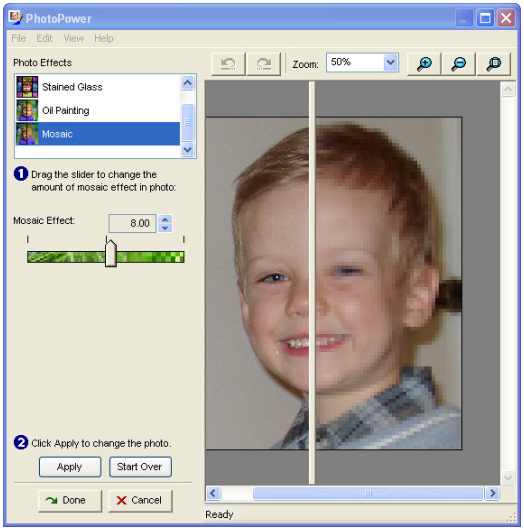
1 Click **Photo Effects** on the *PhotoPower* window.

2 Click **Mosaic**.

3 Drag the **Mosaic Effect slider** to the right to increase the intensity of the mosaic effect, or drag it to the left to decrease the intensity of the effect.
or
Click the arrows to select a **Mosaic Effect** value.

4 Review the changes you've made. Modify the changes, or click **Apply** to change the photo.

5 When you are finished, click **Done**.
or
Click **Start Over** if you are not happy with the changes you've made.



Cloning Parts of a Picture

With the **Clone** tool you can duplicate parts of a picture. This tool is handy for 'brushing out' blemishes from skin or to clear 'spots' that occur if there's dust on the photo or scanner when scanning images.

You can also use this tool creatively to eliminate parts of a photo (perhaps removing a person who walked into the area just as you snapped the picture) or to add more items (perhaps making a bouquet fuller by duplicating some blossoms.)

To clone part of a picture:

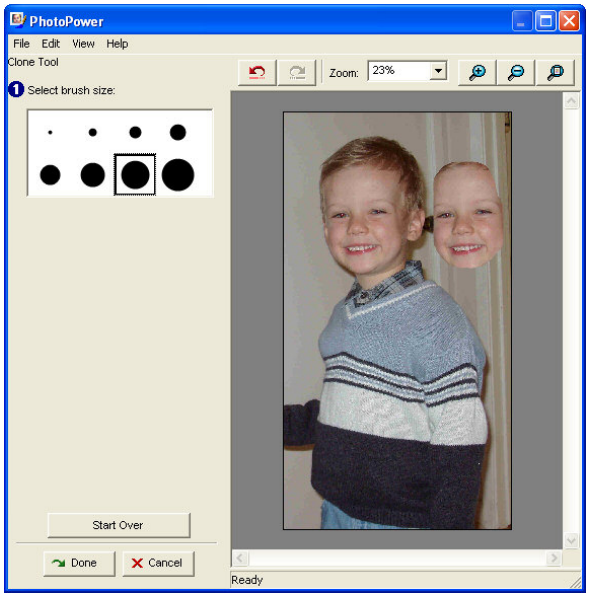
1 Click **Clone Tool** on the *PhotoPower* window.

2 Select a brush size.

3 Click the pointer on the image where you want the **Clone** tool to 'pick up' the image. (For example, if you're brushing out a blemish, click an area where the skin tone is similar, but where there are no blemishes.)

4 Drag the pointer over the area where you want the 'pick up' area duplicated. (For example, drag over the blemish.)

5 Review the changes you've made. Modify the changes, or click **Apply** to change the photo.



6 When you are finished, click **Done**.
or
Click **Start Over** if you are not happy with the changes you've made.

Chapter 10: Working With Calendars

This version of Hallmark Card Studio features a wide variety of calendars in daily, weekly, and monthly formats. You can select any time period for your calendar. You can add text and graphics to each "cell" in a calendar. (In weekly and monthly calendars, each date is a cell. In daily calendars, each hour is a cell.) Every cell can have different text and graphics. The calendars you create in Hallmark Card Studio can display the holidays and events from Event Planner.

This chapter explains how to:

- Select a daily, weekly, or monthly calendar.
- Customize a calendar.
- Add text, graphics, and photos to a calendar.
- Save and print a calendar.
- Create a customized calendar in Art Studio.

Note: This chapter discusses the calendar projects found in Hallmark Card Studio. For instructions on working with the Event Planner Calendar, see *Chapter 11: Using the Event Planner*.

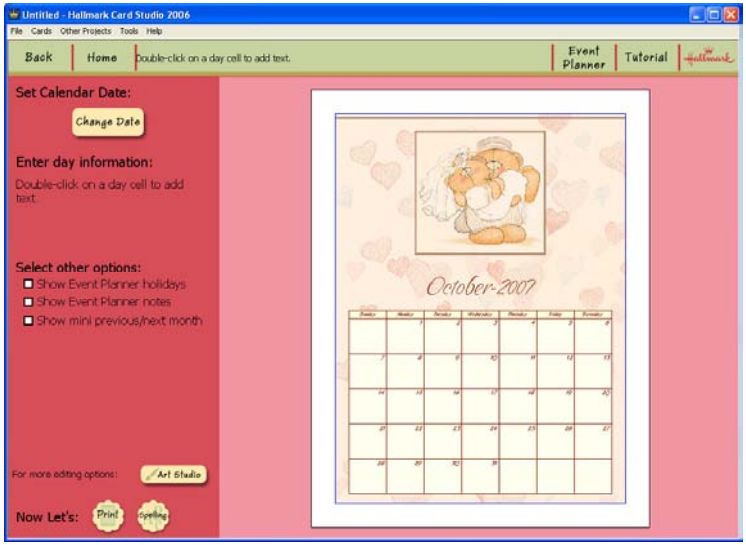
Selecting a Calendar

To select a calendar:

1 On the *Home* screen, click **Other Projects**, and then click **Calendars**.

2 Select a calendar format: **Daily**, **Monthly (1 Month)**, **Monthly (12 Months)**, or **Weekly**.

3 Browse through the thumbnails until you see a calendar thumbnail you like, and then click the thumbnail.
The *Personalize* screen appears with the calendar for you to customize the calendar's appearance.



You can select a calendar that is blank except for elements such as the date grid, date numbers, and calendar title. Then, you can use Art Studio's tools to add art or customize the appearance of the calendar's elements.

To select a blank calendar:

1 On the *Home* screen, click **Art Studio**.
or
From the **Tools** menu, **click Art Studio**.

2 Click **Calendars**.
Blank calendar thumbnails appear on the right.

3 Browse through the thumbnails until you see a calendar thumbnail you like, and then click it.
The calendar is placed on the drawing board in Art Studio.

Customizing a Calendar

When you select a calendar thumbnail, an larger version appears on the *Personalize* screen. You can change the date (and time, in a daily calendar). Weekly and monthly calendars also let you show or hide Event Planner information.

Use the following instructions to customize Hallmark Card Studio calendars.

Note: You can have many calendars display a small "mini-calendar" at the top of the main calendar. In the *Personalize* screen, this calendar appears as a semi-transparent box. Mini-calendars will print correctly and can be previewed on the calendar's *Print* screen before printing.

Customizing a Daily Calendar

To customize a daily calendar:

1. Click the **Change Date** button.
2. Use the arrow buttons to change the date, the starting and ending time, and the starting day of the week
3. When done, click **OK**.
4. Select **Show mini month** to have a small monthly calendar appear near the top of the daily calendar.
   Hallmark Card Studio automatically uses the month that corresponds to the selected date. For example, if you select May 3 for the daily calendar, the monthly calendar shows the month of May.
5. Select whether to display the hours as **12 hr** or **24 hr** time.

Customizing a Monthly Calendar (1 Month)

To customize a monthly calendar (1 month):

1. Click the **Change Date** button.
2. Click **Yes** to continue.
   or
   Click **No** to cancel.
3. Use the arrow buttons to change the year and month, and the starting day for the calendar
4. When done, click **OK**.
5. Click **Show Event Planner holidays** to carry over the holidays you display on your Event Planner Calendar.
6. Click **Show Event Planner notes** to display the notes you've added to your Event Planner Calendar for the selected month.
7. Select **Show mini previous/next month** to have two small calendars appear near the top of the calendar.

Hallmark Card Studio automatically uses the month immediately before and after the selected month.

Customizing a Monthly Calendar (12 Month)

To customize a monthly calendar (12 month):

1. Select the month to display.
2. Click the **Change Date** button.
3. Use the arrow buttons to change the year and the starting day for the calendar
4. When done, click **OK**.
5. Click **Show Event Planner holidays** to carry over the holidays you display on your Event Planner Calendar.
6. Click **Show Event Planner notes** to display the notes you've added to your Event Planner Calendar for the selected year.
7. Select **Show mini previous/next month** to have two small calendars appear near the top of the calendar.
   Hallmark Card Studio automatically uses the month immediately before and after the selected month.

Customizing a Weekly Calendar

To customize a weekly calendar:

1. Click the **Change Date** button.
2. Use the **Year** arrow buttons to change the calendar year.
3. Use the arrows on either side of the 2-month header to select the correct months, and then click the week to display.
4. Select the starting day for the calendar.
5. When done, click **OK**.
6. Click **Show Event Planner holidays** to carry over the holidays you display on your Event Planner Calendar.
7. Click **Show Event Planner notes** to display the notes you've added to your Event Planner Calendar for the selected week.

8 Select **Show mini month** to have a small monthly calendar appear near the top of the weekly calendar.
Hallmark Card Studio automatically uses the month that corresponds to the selected week. For example, if you select May 3 through May 9 for the weekly calendar display, the monthly calendar shows the month of May.

Adding Text and Graphics to a Calendar

Use these features to add important appointments and notes to your calendar. Additionally, you can add Hallmark clip art or your own photos to emphasize special days.

To add text to a calendar:

1 Double-click a calendar cell.

2 Type text in the **Text** box.
Text appears in the *Preview* area as you type it. You'll use the *Preview* area to view text and graphics as they will appear on the calendar.

3 Use the text formatting options to select font, size, color, emphasis (bold, italic, or underline) and alignment.

Note: Changes to text are shown in the Preview area. You cannot make text so large that it does not fit in the cell.

4 When done, click **OK**.

Note: The Hallmark Card Studio spell checker is available to verify the spelling in your calendar projects. To start the spell checker, click **Check Spelling** on the *Personalize* screen. For detailed instructions on using this feature, see *Using the Spell Checker* in *Chapter 6: Working with Text*.

To add Hallmark clip art to a calendar:

1 Double-click a calendar cell.

2 Click **Insert Clip Art**.

3 To do a general search and browse through larger numbers of graphics, click the **Browse** tab.
or
To search for specific graphics, click the **Find** tab.

4 On the **Browse** tab, select a category.
or
On the **Find** tab, type or select a keyword.
Graphics matching the search criteria are shown in the *Preview* area.

5 Click the graphic to insert.

6 Click the + or - arrows to increase or decrease graphic size.
Changes to the size are shown in the *Preview* area.

7 Click one of the **Position** button to place the graphic in the cell.

8 When done, click **OK**.

Note: For more information on working with the Hallmark Card Studio Clip Art Book, see *Using the Clip Art Book Screen*. in *Chapter 7: Adding Graphics*.

To add your own photos to a calendar:

1 Double-click a calendar cell.

2 Click **Insert Photo**.

3 Locate and select a digital photo.

4 Click **OK**.

5 Click the + or - arrows to increase or decrease photo size.
Changes to the size are shown in the *Preview* area.

6 Click one of the **Position** buttons to place the photo in the cell.

7 To color, retouch, or crop the photo, click **PhotoPower**. Make the changes in PhotoPower and click **Save changes**.

8 When done, click **OK**.

Saving and Printing the Calendar

After you've selected and personalized a calendar, you can save it in its customized form for reuse.

To save a calendar:

1 From the **File** menu, click **Save**.

2 In the *Save As* dialog box, type a name for the file.

or
To replace an existing file, click a filename.

3 Click **Save** to save the project file in the default location.
or
Open a different drive or folder for the file and then click **Save**.

Printing a Calendar

You use the following procedure to print your customized calendar.

To print a calendar:

1 On the *Personalize* screen, click **Print**.
or
From the **File** menu, click **Print**.

2 In the *Print* screen, select the paper size. (Click the arrows to see additional paper selections.)

3 Select the paper source. (To print on heavy paper, you may need to select **Manual Feed**.)

4 To change the printer or the settings on the printer, click **Printer Setup**, make the changes, and click **OK**.

5 Use the arrow buttons to adjust the number of copies (1 to 99).

6 When you are ready, click **Print Now**.

Note: If you're creating a Monthly (12 month) calendar, all 12 calendar pages print, not just the calendar page that is currently displayed.

Calendars in Art Studio

You can open a calendar in Art Studio to see additional ways to customize it. With Art Studio, you can customize almost every calendar element. Use Art Studio to change text size, typeface, and color. Change the color and thickness of calendar grid lines. Tilt or resize calendar elements. Change the appearance of mini-calendars. There are many options!

To open a calendar in Art Studio:

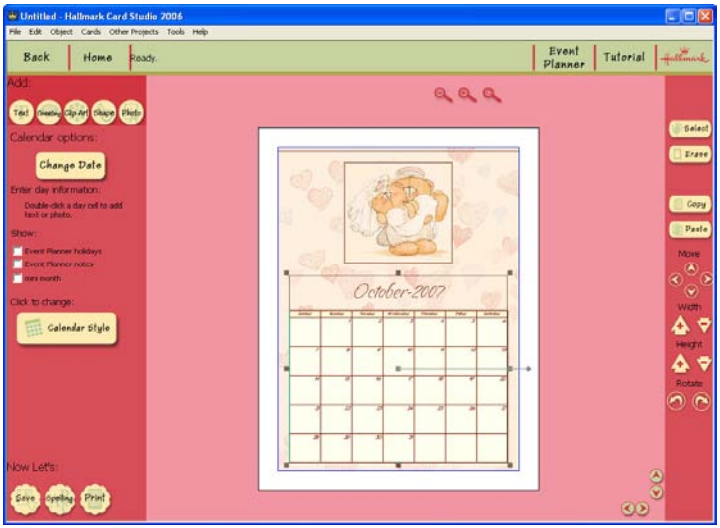
1 Select a calendar type and design as described in *Selecting a Calendar*.

2 On the *Personalize* screen, click **Art Studio**.
The calendar is placed on the drawing board in Art Studio.

Note: These instructions are for placing a predesigned calendar in Art Studio. To place a blank calendar in Art Studio, click **Art Studio** on the *Home* screen, and then select a calendar format.

Art Studio Options – The Basics

When you open a calendar in Art Studio, you can use all the features that are available for customizing projects. Typically, elements in a calendar are either text or graphics. Click the text or graphic element to customize it. Options for changing the text or graphic appear on the left and right sides of the Art Studio screen. Use these options to move, size, and rotate calendar elements.



To learn more about working with text elements in Art Studio, see *Chapter 6: Working with Text*. To learn more about working with graphic elements, see *Chapter 8: Working with Graphics*.

Note: The options on the *Personalize* screen, including the options to select the calendar dates for display and show or hide Event Planner holidays and notes, are also available in Art Studio. Click the calendar grid in Art Studio. These options appear on the left side of the *Art Studio* screen.

Art Studio Calendar Options

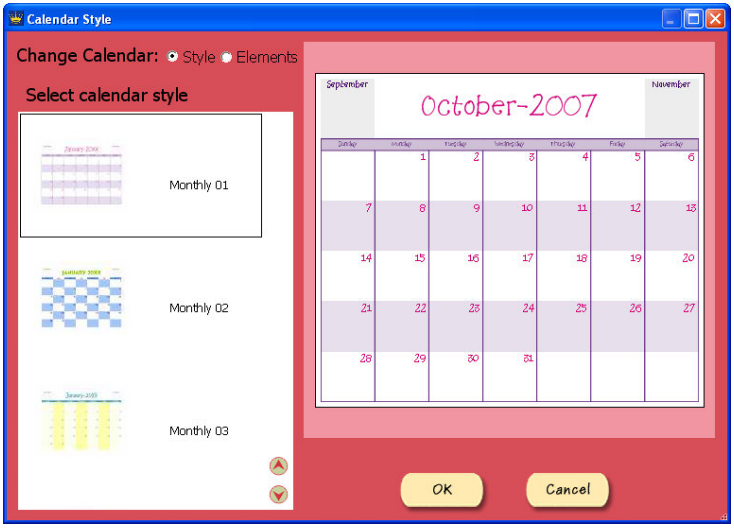
Each calendar features several designs. Select a different design to give the selected calendar a new look.

To select a different calendar design:

1 Open a calendar in Art Studio.

2 Click the calendar grid.
The **Calendar Style** button appears on the left side of the *Art Studio* screen.

3 Click **Calendar Style**, and then click **Style**.
Options for selecting a custom calendar design appear.



4 Scroll through the predesigned styles until you find one you like, and then select the style.

5 When done, click **OK**.

Art Studio has special options designed for customizing individual calendar elements.

To customize calendar elements:

1 Open a calendar in Art Studio.

2 Click the calendar grid.
The **Calendar Style** button appears on the left side of the *Art Studio* screen.

3 Click **Calendar Style**.

4 Click **Elements**, and then click a calendar element.
Options for customizing the element appear.



5 Make color, alignment, grid, or other selections for the element.
Your selections immediately appear in the *Preview* area.

6 Click another calendar element to customize.
or
When done, click **OK**.

Chapter 11: Using the Event Planner

Event Planner has three powerful features that help you track upcoming events and maintain personal information for family and friends: Calendar, Address Book, and Reminders. From now on, you have an easy way to keep up with birthdays and anniversaries for all the special people in your life.

You can also easily record all your social events and weekly commitments. As you enter your important events and special occasions, you can choose to get reminders beforehand so you'll always be prepared for parties, meetings, or other important events.

This chapter explains how to:

- Start the Event Planner from Hallmark Card Studio.
- View and customize the Event Planner Calendar.
- Create and maintain reminder notes.
- Print the Event Planner Calendar.

Event Planner Features

Special features of Event Planner include the following:

Calendar

The Calendar easily lets you enter notes for special one-time events (like your 20th year high school reunion), as well as regularly scheduled activities (soccer practice every Saturday morning). Normally, you don't use the Calendar to enter birthday or anniversary dates.

Address Book

You use the Address Book to enter mailing information and phone numbers. There's also space for an e-mail address. It is also used to enter birthday and anniversary dates. When you enter birthday and anniversary years in the Address Book, the birthday and anniversary numbers are calculated and displayed on your Calendar. Like notes entered on the Calendar, you can choose to be reminded of birthdays and anniversaries before the occasion.

Reminders

Any time you enter a note on your Calendar or a birthday or anniversary in your Address Book, you can choose to be reminded before the day of the event. You can get reminders for 1 to 30 days before an event. Reminders display automatically in a special box every day on the Hallmark Card Studio *Home* screen and are listed in a special place on the Calendar. You can also get reminders when you start up your computer.

Moving Between Hallmark Card Studio and Event Planner

It's easy to move back and forth between Hallmark Card Studio and Event Planner by using the convenient buttons on the screen or by using menu commands.

To	Click	Or
Go from Hallmark Card Studio *Home* screen to Event Planner		From the Hallmark Card Studio **Tools** menu, click **Event Planner**.
Go from Event Planner to Hallmark Card Studio		From the Event Planner **Go** menu, click **Hallmark Card Studio**.

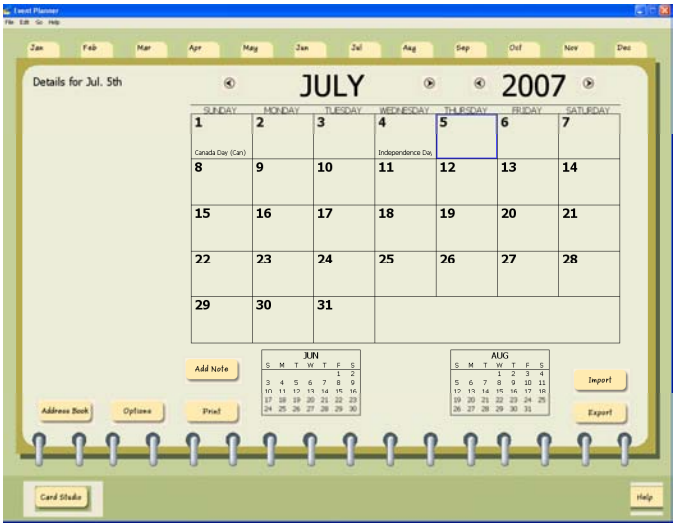
Closing Event Planner

To exit Event Planner:

- From the **File** menu, choose **Quit**.
- Click the **Close** button on the right side of the title bar.

Displaying the Calendar

The Calendar is the starting point for Event Planner. When you start Event Planner, the *Calendar* screen appears.



What's on the Calendar?

The *Calendar* screen shows a graphic calendar on the right side of the screen. When you first go to the Calendar, the selected day is the current day. The left side of the screen contains a **Details** list of the events and reminders for a selected day. To view events and reminders about a different day, click the day on the Calendar.

Remember the following definitions.

Event: An occasion on a certain day.

Reminder: A notice about an upcoming event.

If you click an event or reminder in the **Details** list, a *Details* area with additional information appears under the list.

Holidays are listed at the bottom of the cell for that date and under Events on the **Details** list. Special icons can also appear on the Calendar days.

Calendar Icon	Indicates	Description
	Reminder	Reminders display from 1 to 30 days prior to an event; you select the time period you want. For example, you may have entered a note about your high school class reunion as well as your daughter's weekly music lesson.
	Anniversary	Names for the anniversary appear at the bottom of the day. The anniversary number is included if the date of the original event is entered in your Address Book.
	Birthday	The birthday person's name is listed at the bottom of the day. The birthday number is included if the person's birth year is entered in your Address Book.

Hints, which appear in the box at the bottom of the screen, provide information about buttons and boxes on the *Calendar* screen. Click the **Help** button to access step-by-step information about using Event Planner.

Customizing the Calendar

You can control which holidays and icons display on the calendar. It's easy to add or remove displayed holidays.

To customize the calendar's appearance:

1. On the *Calendar* screen, click **Options**.
   or
   From the **Edit** menu, click **Options**.
   The *Options* screen appears. The currently selected holidays are marked with a check mark.
2. Define the holidays you want on your Calendar.
   - To turn on all holidays, click **Select All**.
   - To turn off all holidays, click **Unselect All**.
   - To turn off a holiday marked with a check mark, click the name in the holiday list to clear it.
   - To turn on an individual holiday, click the name in the holiday list.

Use the arrows to move through the holiday list.

3 In the *Display On Calendar* area on the left side of the screen, clear the check box for any icon that you do not want to display.
(Icons with a check mark appear on your Calendar. Events always appear on the Calendar; the check box only affects whether or not the icon appears.)

4 When you finish selecting the holidays and icons you want displayed, click OK.

Creating Calendar Notes

Notes are used to enter any events you want to remember other than a birthday, anniversary, or holiday. Events can be one-time occasions or repeating appointments. You can request reminders for notes. All events are shown in the Details list on the left side of the *Calendar* screen.

You can enter two types of text for notes:

Subject

Identifies the note. This information appears on the Calendar and on the Details list on the left side of the *Calendar* screen.

Message

Additional text about the subject. To see this information, you must click the note in the Details list. Then the message appears in the *Details* area below the list.

Other options for your note include:

People

Associates people from your Address Book with a note. For example, you may want to associate your brother and your cousin with another relative's birthday party as a reminder to call them with the details. (For more information on the Address Book, see *Chapter 12: The Event Planner Address Book*.)

Repeat

Controls how often the note appears on your Calendar. Normally this is set to Does not repeat, indicating a one-time-only event. However, you have the choice of having the note repeat on a recurring yearly, monthly, or weekly basis.

Remind me

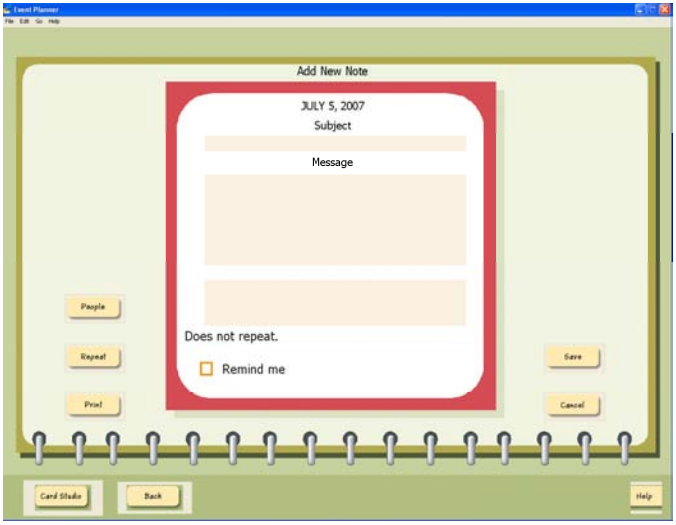
Enables you to define how many days in advance you want to be reminded of the upcoming event. You can choose from 1 to 30 days. Reminders display on the **Details** list on the left side of the *Calendar* screen.

Adding a New Note

To add a calendar note:

1 If the month and year you want for the note do not appear on the *Calendar* screen, click the left or right arrow beside the name of the month and the year until you see the date you want.

2 On the *Calendar* screen, double click the date for the note.
or
Select the date and click **Add Note**.



3 In the blank note, type the subject of the note in the *Subject* area.
This is the information that displays in the Calendar day and **Details** list. Try to keep the subject brief (for example, "Class Reunion") because the space for each day is limited.

4 Type a message for the note, if needed. (For example, type "Red Robin Restaurant, 7:30. Take camera. Call Bob for directions.")

5 If you want to add people to your note, repeat the note, or set a reminder for the note, see the following sections.

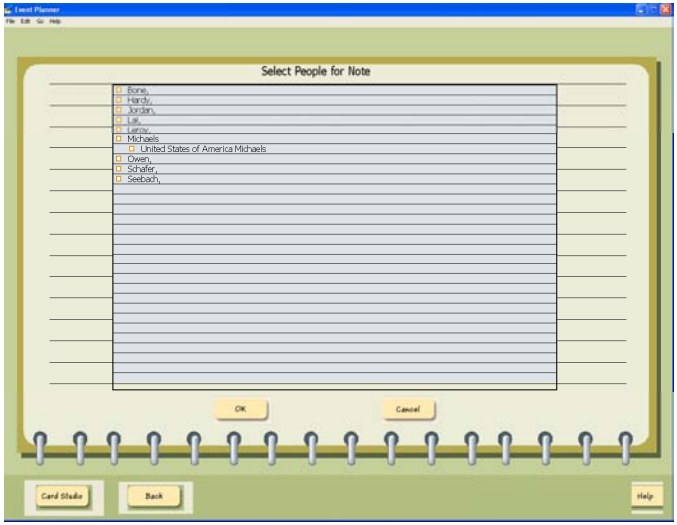
6 If you have finished with your note, click **Save** to save the note and return to the *Calendar* screen.
or
Click **Cancel** if you change your mind.
Your note will display on the appropriate date.

Adding Names to a Note

You can associate a note with people in your Address Book. For example, you may want to include names from a party guest list. (For information about using the Address Book see *Chapter 12: The Event Planner Address Book*.)

To add names to a note:

1 Click **People** on the *Note* screen.
In the **Address Book** list, a check box appears next to each family name, family member name, and each individual.



2 Click the check box for each name you want associated with the note.
or
Click just the family name. (The family members' check boxes clear.)
or
If you change your mind, click the check box again to clear it.

3 Click **OK** to return to the *Note* screen. The names you selected appear.

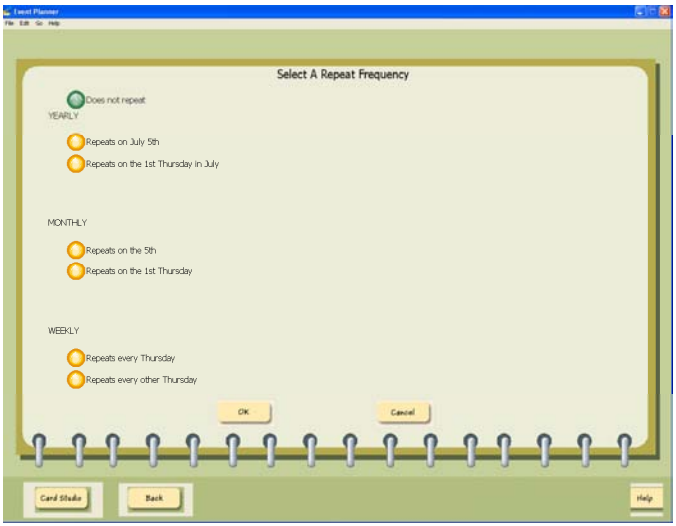
4 Click **Save** to save the note and return to the *Calendar* screen.

Repeating a Note

Because many events (like soccer practice and PTA meetings) occur on a regular basis, you can choose to have a note repeat.

To create a repeating note:

1 Click **Repeat** on the *Note* screen.



2 On the *Repeat Note* screen, click the **Yearly**, **Monthly**, or **Weekly** option you want.

3 When the *Duration* options appear, click **No Stop Date** if you want this note to continue indefinitely.
or
Click **Set Stop Date** to have the note end on a specific date.
or
Click **Set Duration** to apply the note to a specific period of time.

4 If you selected either **Set Stop Date** or **Set Duration**, use the left and right arrows to set the duration or stop date for the reminder.

5 Click **OK** to return to the *Note* screen.

6 Click **Save** to save the note and return to the *Calendar* screen.

Requesting Reminders

You can be reminded of an event for several days in advance. Reminders open in a special box every day. Reminders are also listed in the **Details** list on the left side of the *Calendar* screen and are indicated by a light bulb on the Calendar day.

Note: You must set a reminder for an event to appear in Event Planner Reminders. Otherwise, the event, itself, only appears on your Calendar.

To request a reminder:

1 Click the **Remind me** check box on the *Note* screen.

2 Use the left and right arrows to adjust the number of days for the reminder.

Note: The maximum number of days for the reminder depends on the frequency of the event. If the event repeats weekly, three is the maximum number of reminder days. If the event repeats every other week, seven is the maximum number of reminder days. If the event repeats monthly, fourteen is the maximum number of reminder days.

3 Click **Save** to save the reminder and return to the *Calendar* screen. Your reminder will display on the appropriate date(s).

You can also have a special reminder window appear when you start your system up. From this window you can quickly open Hallmark Card Studio to create a card (or other item) for the reminded event or open Event Planner to look at the Calendar.

To have a reminder window show on system startup:

1 On the *Calendar* screen, click **Options**.

2 To only see reminders on the *Home* screen and the *Calendar* screen, select **Never**.
or
To see the *Event Planner Reminder* window on system startup, select **At Startup**.
or
To display the *Event Planner Reminder* window when you start your computer and at a specific time of day, select **At Startup and Time**.

3 If you selected **At Startup and Time**, set the time of day for the reminder window to appear.

4 Click **OK**.

Working with Existing Notes

Existing notes must be accessed from the left side of the *Calendar* screen. Once a note is displayed, you can change it or delete it.

Changing a Note

To update a note:

1 Click the day on the Calendar with the note you want to change.
The note is listed under Events on the **Details** list on the left side of the *Calendar* screen.

2 Click the note you want to change in the **Details** list.
The existing note information appears.

3 Click the *Details* area below the **Details** list.

4 On the *Note* screen make the necessary changes.

5 Click **Save**.
or
If the note is a repeating note, click **This Date Forward** to have all future notes changed.
or
For a repeating note, click **This Date Only** to change the note for one day and leave it unchanged for all other days.

Deleting a Note

To delete a note:

1 Click the day on the Calendar with the note you want to delete.
The note is listed under Events on the **Details** list on the left side of the *Calendar* screen.

2 Click the note that you want to delete in the **Details** list.
The existing note information appears.

3 Click the *Details* area below the **Details** list.

4 On the *Note* screen, if the note is not a repeating note, click **Delete Note**.
or
If the note is a repeating note, click **Beginning To End** to delete all occurrences of the note. (This deletes all previous and future references.)
or
If the note is a repeating note, click **This Date Forward** to leave previous occurrences of the note on your Calendar. (Use this option when you want to save previous references for your records.)

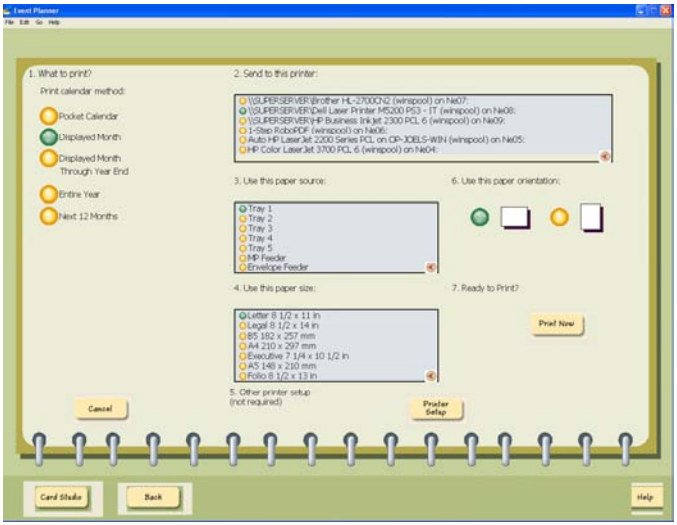
5 In the *Confirmation* box, click **Yes**.

Printing the Calendar

You can print the Event Planner Calendar as a 12-month pocket calendar or a full-size calendar for one or more months.

To print the calendar:

1 With the *Calendar* screen displayed, click **Print**.
or
From the **File** menu, click **Print**.



2 On the *Print Calendar* screen, select the type of calendar you want to print.

3 Select your printer.

4 Select the paper source.

5 Select the paper size.

6 If you need to make changes to the printer's settings, click **Printer Setup**, make the changes, and click **OK**.

7 Select the paper orientation. (The Calendar prints best in a horizontal format.)

8 When you are ready, click **Print Now**.

9 If you are printing a pocket calendar, see *Printing and Folding a Pocket Calendar*.

See *Printing Tips* in *Chapter 3: Hallmark Card Studio Basics* for tips on printers, printing, and choosing paper.

Printing and Folding a Pocket Calendar

The pocket calendar is designed to be printed on both sides of a piece of paper. This means that usually you must print one side, flip the paper, and then print the second side.

To print and fold a pocket calendar:

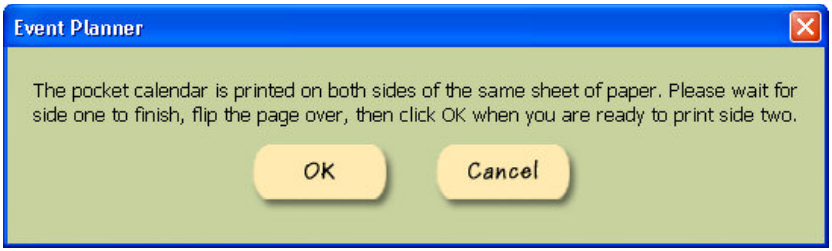
1 With the *Calendar* screen displayed, click **Print**.
or
From the **File** menu, click **Print**.

2 On the *Print Calendar* screen, click **Pocket Calendar**.

3 Specify the other print options.

4 Click **Print Now**.
The standard printing message appears. Then a special message about the pocket calendar appears.

5 Click **OK** to continue.



4 Take the printed page from the output tray and place it in the input tray. Whether you should place the already-printed side face up or face down depends on the printer. For more information, see *Printing on Both Sides of the Paper* in *Chapter 3: Hallmark Card Studio Basics*.

5 Click **OK** to print the second side.

6 Trim the edges along the dark line.

7 Cut the paper into four pieces along the dark lines.

8 Stack the four pieces of paper neatly.

Hint: From top to bottom, the right-hand sides should be: the cover, January, March, and then May.

9 Staple the pocket calendar at two places along the centerline.

10 Fold the paper at the center.

Chapter 12: The Event Planner Address Book

The Hallmark Card Studio Event Planner includes an Address Book to keep an electronic copy of your personal mail and e-mail list, plus birthdays and anniversaries for all the special people in your life. You can use the entries from the Address Book to print envelopes and labels for your cards and letters.

This chapter explains how to:

- Display the Address Book.
- Enter and maintain information for individuals.
- Enter and maintain information for families.
- Print the Address Book.
- Create reminders for important events.

About the Address Book

You can enter much more than just standard mailing and phone information in the Address Book. For example, you can also include the following:

An e-mail address

E-mail addresses entered in the Address Book appear on the *Addressing* screen when you send a card by e-mail.

Mailing names

Mailing names are options for addressing envelopes. For example, for the Smith family, you can have "The John Smith Family" as a mailing name and "Mr. and Mrs. J. Smith and Family" as an alternate mailing name.

General comments

Use the **Additional Info** tab to record and review information for a person or family in the Address Book. (For example, the family may leave for a two-week vacation every year on July 4th.)

Entries in the Address Book are either for a family or an individual. A family is a group of people living at one address. The people in the family share only a main address. Family members can have different last names, e-mail addresses, and phone numbers.

An individual is one person at one address. You can easily move individuals into an existing family or change a family member into an individual without losing the information you've already entered.

Once you have names in your Address Book, you can attach notes you create in the Calendar or used for addressing when you print envelopes and labels.

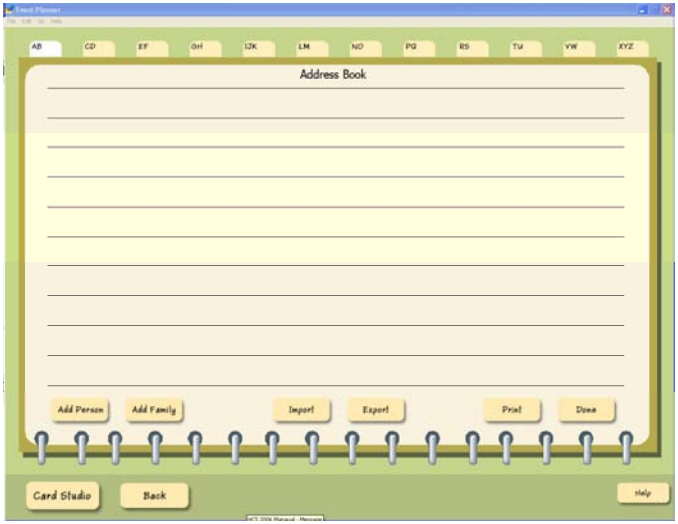
Displaying the Address Book

The Calendar is the starting point for going to the Address Book.

To display the Address Book:

1 Click **Event Planner** at the top of the Hallmark Card Studio *Home* screen.
or
From the **Tools** menu, click **Event Planner**.

2 On the *Calendar* screen, click **Address Book**.
or
From the **Go** menu, click **Address Book**.



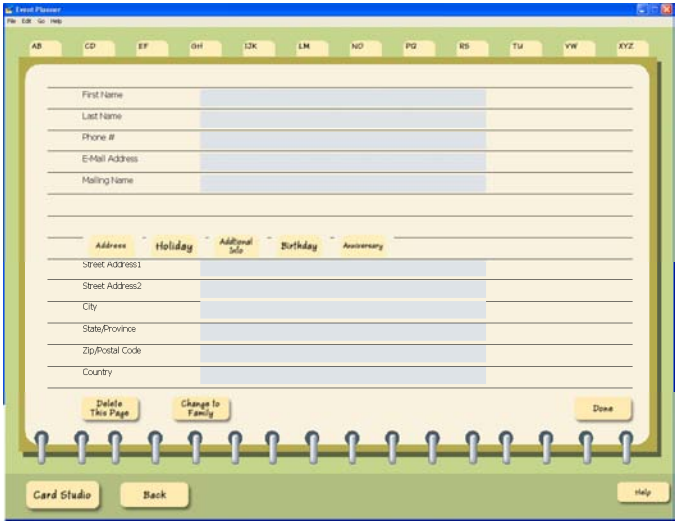
Working with Individuals

Remember that in Event Planner, an individual is one person living at one address. If you want to add a person to a family, see *Adding a New Member to a Family* or *Moving an Individual into a Family*.

Entering Information About an Individual

To add an individual:

1 Click **Add Person** on the *Address Book* screen.



2 On the *Information* screen, type the name, phone number, and address (including an e-mail address) of the person. (You can use the **Tab** key, the **Enter** key, or the mouse to move from one box to another.)

3 If you want to enter birthday, anniversary, holidays, or additional information for this individual, see the following sections.
or
If you're finished entering information about the individual, click **Done**, and if you are through working with the Address Book and want to return to the Calendar, click **Done**.

Entering a Birthday for an Individual

To add an individual's birthday:

1 On the *Information* screen for the person, click the **Birthday** tab.

2 If necessary click the **Enter a Birthday** check box to select it.

3 Use the left and right arrows to adjust the month and day.

4 If you know the birth year, use the left and right arrows to adjust it, or type the year.
or
If you do not know the year, clear the **Birth Year Known** check box.

Note: If you enter the birth year, your Calendar also shows the birthday number (for example, "Ron's 26th Birthday"). If you don't know the year now, you can always enter the year later.

5 If you want to be reminded about the birthday, click **Remind me**, and use the left and right arrows to adjust the number of days (1 through 30).

6 If you want to see the address information again, click the **Address** tab.

Entering an Anniversary for an Individual

You can enter an anniversary date for an individual. You may want to remember an anniversary, starting a job, or any other major event. An anniversary date for an individual will not be associated with another person.

To add an individual's anniversary:

1 On the *Information* screen for the person, click the **Anniversary** tab.

2 Click the **Enter An Anniversary** check box.

3 Use the left and right arrows to adjust the month and day.

4 If you know the wedding year, use the left and right arrows to adjust it, or type the year.
or
If you do not know the wedding year, clear the **Wedding Year Known** check box.

Note: If you enter the wedding year, your Calendar also shows the anniversary number (for example, "Ron's 26th Anniversary"). If you don't know the year now, you can always enter it later if you want.

5 If you want to be reminded about the anniversary, click **Remind me**, and use the left and right arrows to adjust the number of days (1 through 30).

6 If you want to see the address information again, click the **Address** tab.

Entering a Holiday Reminder for an Individual

You can choose to associate holidays with any person in your Address Book. For example, you may want to send a card to a special aunt on Mother's Day.

To add a holiday reminder:

1 Click the **Holiday** tab.

2 Scroll through alphabetical **Holidays** list by clicking the arrows.

3 Click the holiday you want to associate with this person.
A check mark appears in the box, and you can set the number of days for the reminder.

4 If you want a reminder, use the left and right arrows to adjust the number of days (1 to 30).
or
If you don't, clear the **Remind Me** check box for that holiday.

5 Repeat steps **2-4** for another other holidays you want to add.

6 If you want to see the address information again, click the **Address** tab.

Entering Additional Information for an Individual

It's easy to forget gifts you have given previously or when a person has mentioned wanting something special. Event Planner helps you with this information. Use the **Additional Info** tab for any facts you want to remember.

To enter additional information:

1 Click the **Additional Info** tab.

2 In the blank area, type the information you want to remember.

3 Click the **Address** tab if you want to see the address information again.

Saving an Entry for an Individual

To save an individual's information:

1 When you finish entering information about the individual, click **Done**.
An index page for the Address Book lists names in the Address Book.

2 If you are through working with the Address Book and want to return to the Calendar, click **Done**.
The *Calendar* screen appears.

Working with Families

A family is a group of people living at one address. The people in the family (called family members) share only a main address. Family members can have different last names, e-mail addresses, and phone numbers.

The general procedure for entering families in your Address Book:

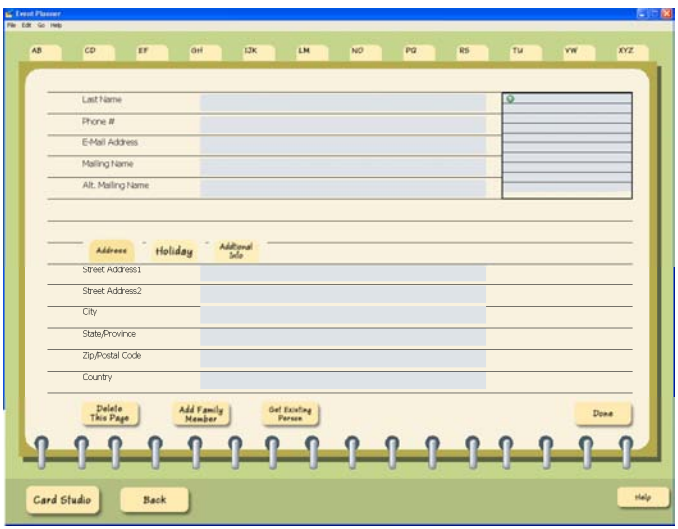
- First, create the family.
- Then, add the family members.

When you create a family, you enter a last name (this can later be changed for each individual) and a mailing address. Family members are added by creating a new listing for a person or by moving an existing individual into the family. You do not lose any information, such as a phone number or birthday, when you move someone into a family. However, the individual does assume the family's address.

Entering Basic Information About a Family

To add a family:

1 Click **Add Family** in the Address Book.



2 On the *Information* screen, type the last name, phone number, and address (including an e-mail address). You can use the **Tab** key, **Enter** key or the mouse to move from one box to another.

3 If you want to set holidays for the family, see *Entering a Holiday Reminder for an Individual*.

4 If you want to enter additional information for the family, see *Entering Additional Information for an Individual*.

5 If you want to add members to the family, see the following section.
or
If you're through entering family information, click **Done**, and if you are through working with the Address Book and want to return to the Calendar, click **Done**.

Adding a New Member to a Family

Use these instructions to add a new person to a family. To move an existing individual's entry into a family's entry, see *Moving an Individual into a Family*.

To add a family member:

1 If you have just finished entering family information, skip to step **3**.
or
If the family information page is not displayed, click the tab across the top associated with the initial of the family's last name.

2 Select the family entry on the index page.

3 Click **Add Family Member**.

4 Enter information for the new family member.
If necessary, you can change the last name and phone number. You can also add an e-mail address, but you cannot change the mailing address.

5 To enter a birthday for the family member, follow the instructions in *Entering a Birthday for an Individual*.

6 To set holidays for the family member, follow the instructions in *Entering a Holiday Reminder for an Individual*.

7 To enter additional information for the family member, follow the instructions in *Entering Additional Information for an Individual*.

8 Repeat steps **3-7** to enter additional family members.

9 When you are finished adding family members, click **Done**.

Moving an Individual into a Family

You can move someone you've already entered as an individual (or as a member in another family) into a family. It's easy, and you won't lose any of the information you entered.

To move an individual into a family:

1 With the family information displayed, click **Get Existing Person**.
The *Get Existing Person* list appears, which shows every person in your Address Book.

2 Select the name of the person(s) you want in the family, and then click **OK**.
Each person is changed from an individual to a family member automatically (or transferred from another family). No information is lost; however, the individual does assume the family's address.

Entering an Anniversary

You can enter an anniversary for an individual or for a couple. Couples must be members of the same family and both must be in the Address Book. While you can enter an anniversary date for an individual, you cannot associate the anniversary with another person.

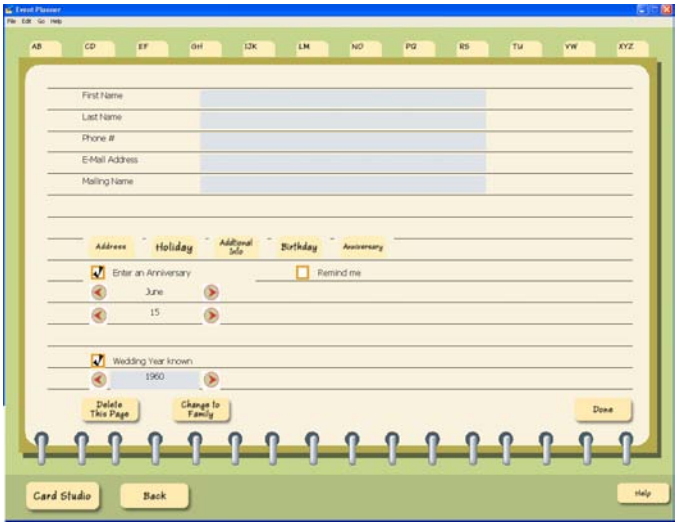
To add an anniversary:

1 Display the *Information* screen for either an individual or a family member

2 Click the **Anniversary** tab.

3 Click **Enter An Anniversary**.

Note: The *Anniversary Shared With* area will not display for an individual.



4 Use the left and right arrows to adjust the month and day.

5 If you know the anniversary year, use the left and right arrows to adjust it or type it in.
or
If you do not know the year, clear the **Wedding Year Known** check box.

Note: If you enter the anniversary year, your Calendar also shows the anniversary number. If you don't know the year, you can always enter it later.

6 If you want to be reminded about the anniversary, click **Remind me**, and use the left and right arrows to adjust the number of days (1 through 30).

7 If you are entering an anniversary for a couple, select the name of the family member sharing the date.

8 Click **Done** to return to the Address Book screen.

Changing a Family Member to an Individual

In your Address Book, you can easily change the family status of a person (for example, if someone moves into their own home). None of the information that you entered for that person is lost. (To change an individual to a family member, see *Moving an Individual into a Family*.)

To change a family member to an individual:

1 Display the family *Information* screen

2 Click the name of the family member that you want to change.

3 Click **Change To Individual**.

3 In the confirmation message, click **Yes**.
The person is changed to an individual. You'll need to change the address and phone number for this new listing.

Saving an Entry for a Family

To save a family's information:

1 When you have finished entering information about the family, click **Done**.

2 If you are through working with the Address Book and want to return to the Calendar, click **Done**.

Keeping Your Address Book Current

You meet new people and want to stay in touch. Relatives move. Friends get married. There are many reasons you'll have to update your Address Book.

Changing Address Book Entries

To change information such as name, phone number, birthday, or reminders, simply display the screen on which you entered the data and make the change. It's that easy!

To update an Address Book entry:

1 In the Address Book, click the tab associated with the last name for the family, family member, or individual you want to change.

2 Click a family or individual entry on the index.

3 If you want to change information for an individual family member, on the *Information* screen click a family member's name.

4 Make any changes you want.

5 Click **Done** to keep the changes you made.

Deleting Address Book Entries

To delete an Address Book entry:

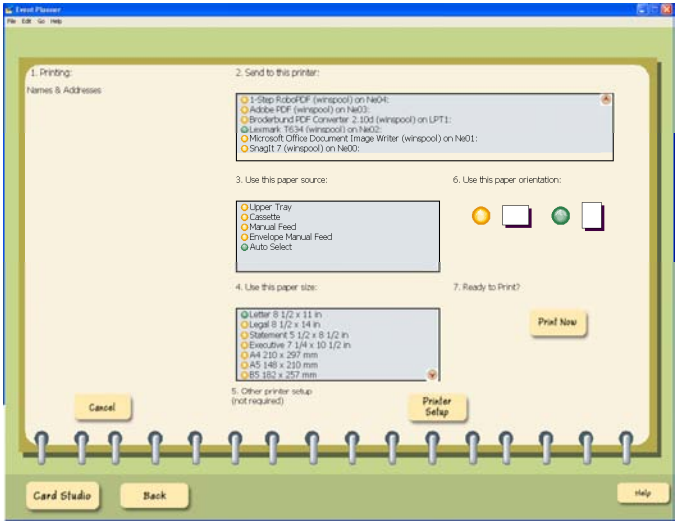
1. In the Address Book, click the tab associated with the last name for the family, family member, or individual you want to delete.
2. Click a family or individual entry on the index.
3. If you want to delete information for an individual family member, on the *Information* screen click a family member's name.
4. Click **Delete This Page**.
5. In the confirmation message, click **Yes** to delete the entry.
   If you deleted an individual or an entire family, an index page for the Address Book opens. If you deleted a family member, the family's *Information* screen opens.

Printing Your Address Book

You can print the names and addresses from your Address Book.

To print the Address Book:

1. In the Address Book, click **Print**.
   or
   From the **File** menu, click **Print**.



2 Select your printer.

3 Select the paper source.

4 Select the paper size.

5 If you need to change the printer's settings, click **Printer Setup**, make the changes and click **OK**.

6 Select the paper orientation.

7 Place the paper in the printer.

8 When you are ready to print, click **Print Now**.

Event Planner Reminders

You can have the *Event Planner Reminder* window automatically notify you of upcoming events for which you requested reminders.

Options for Reminders

You can set options that determine when the *Event Planner Reminder* window appears.

To set reminder options:

1 When Event Planner is open, from the **Edit** menu, click **Options**.
or
Click the **Options** button on the *Calendar* screen.

2 Select **At Startup** to display the *Event Planner Reminder* window when you start your computer.
or
Select **At Startup and Time** to display the *Event Planner Reminder* window when you start your computer and at a certain time of each day. If you select this option, select the time of day you want the window to appear.
or
Select **Never** to not see the *Event Planner Reminder* window.

3 Click **OK**.

Chapter 13: Importing and Exporting Address Book Information

With the **Import** button in Event Planner, it's easy to bring in information you've maintained in other applications to use in your Address Book.

You can also export Address Book information to a Comma Separated Value (.csv) file for use in any application that can import this format.

This chapter explains how to import and export Address Book information.

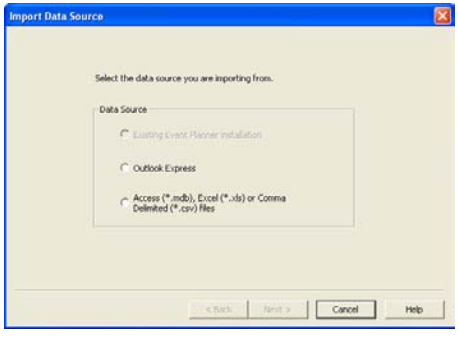
Importing Address Book Information

You can import name, address, and other information from Microsoft Outlook Express, previous versions of Hallmark Card Studio, Access (.mdb), Excel (.xls) or any application that can create a Comma Separated Value (.csv) file. Many spreadsheet and address book applications can save information as .csv files. You can import the first name, last name, address, city, state, ZIP, country, and additional information fields.

Importing Outlook Express Contacts

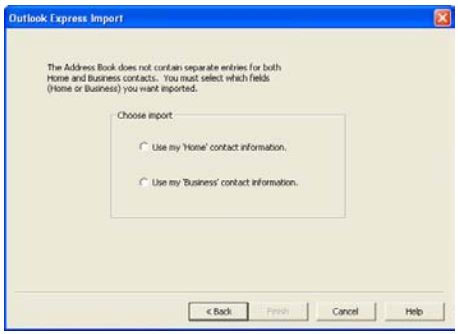
To import Outlook Express contacts:

1 Click **Import** on the Event Planner *Calendar* screen or *Address Book* screen.



2 In the *Import Data Source* wizard, select **Outlook Express**.

3 Click **Next**.



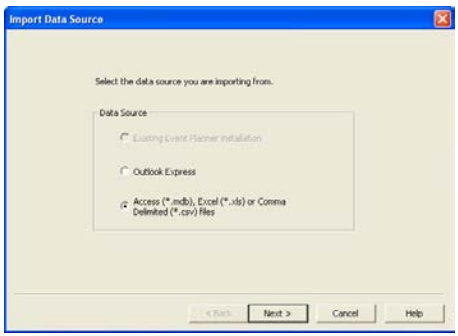
4 Select whether to import **Home** or **Business** contact information.

5 Click **Finish**.

Importing from a File

To import data from a file:

1 Click **Import** on the Event Planner *Calendar* screen or *Address Book* screen.



2 In the *Import Data Source* wizard, select **Access (*.mdb), Excel (*.xls) or Comma Delimited (*csv) file**.

3 Click **Next**.

4 Type the full pathname for the file.
or
Click **Browse**, locate and select the file, and click **Open**.

5 Click **Next**.



6 If the first record contains field labels, select **Don't import first record**.

7 In **column 1**, select one of the fields (or values) from the source file, and in the **column 2** select the field in the Address Book to associate with the selected item in column 1. (For example, you might map the **Address** field in the source file to the **Street Address1** field in the Address Book or, if the source files has no labels, map **1234 Main St.** to **Street Address1**.)

8 Click **Add**.

9 Repeat steps **7-8** for all fields that you want to map from the source file into Address Book fields.

10 If you make a mistake, to redo an individual field, select the field in column 3 and click **Remove**.
or
To start over again, click **Reset Mapping**.

11 When you've finished mapping all the fields you want imported into your Address Book, click **Finish**.

Note: Use the buttons under column 1 to view the contents of the source file.

12 Click **OK** when the import is complete.

Importing an Existing Event Planner's Information

You can also import Address Book information from previous versions of Hallmark Card Studio that are still installed on your computer. Select **Existing Event Planner installation** in the *Import Data Source* dialog box. On the *Event Planner Import* screen, you should see the prevous version listed and selected. Click **Finish**.

Exporting Address Book Information

You can export name, address, and other information to a Comma Separated Value (.csv) file for use in any application that can import this format. The exported file contains information for all records in the Address Book database.

To export Address Book information to a file:

1 From the Event Planner *Address Book* screen or *Calendar* screen, click Export.

2 Type a name for the file. If you want to replace an existing file, click the file.
or
Locate and open a different drive or folder, and then type or click the name of the file.

3 Click Save.
When the export is complete, a notice indicating a successful export appears.

4 Click OK.

Note: Event Planner contains individual information, family information, and family member information. All family members are exported as individuals. They each inherit common information from the *Family Information* record.

Contacting Creative Home

Technical Support

Creative Home offers support on our web site at
http://www.hallmarkcardstudio.com/support.

On this site you can find detailed answers to frequently asked questions and you can send email to our support group. You will get an answer usually within one business day.

If you are still having problems you can call our support line at (818) 222-7200 and our friendly technical support staff will assist you.

Customer Service, Support, and Sales

Creative Home
23801 Calabasas Road, Suite 1018
Calabasas, CA 91302
http://www.hallmarkcardstudio.com

Sales/Rebate Requests: (888) 920-4300
Monday - Friday 8:00am - 5:30pm PST

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